

# CITY OF HAM LAKE

15544 Central Avenue NE  
Ham Lake, Minnesota 55304  
(763) 434-9555  
Fax: (763) 434-9599

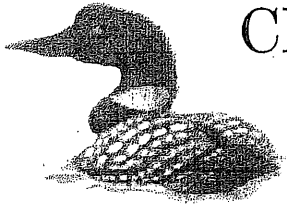
## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, MARCH 6, 2023

- 1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance**
- 2.0 PUBLIC COMMENT**
- 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS – None**
- 4.0 CONSENT AGENDA**

These items are considered to be routine and will be enacted in one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in normal sequence. (All items listed on the Consent Agenda are recommended for approval.)

- 4.1 Approval of minutes of February 21, 2023
- 4.2 Approval of claims
- 4.3 Approval of the Plans and Specifications for Fire Station #3 and authorization to advertise for bids
- 4.4 Approval of a Resolution for a variance request for the design speed for the Crosstown Shopping Center reconstruction project
- 4.5 Approval of a Resolution requesting the use of Anoka County Housing and Redevelopment Authority (HRA) funds to pay for the 2023 Voluntary Cost Sharing Agreement
- 4.6 Approval of a Resolution accepting a \$5,000 donation from the Ham Lake Chamber of Commerce
- 4.7 Approval of a Resolution applying for the 2024 Community Project Funding Grant for Crosstown Business Park
- 4.8 Approval of an Off-Site Gambling Permit for the Ham Lake Chamber of Commerce to conduct bingo and pull-tabs on July 1, 2023 at Lion's Park (1220 157<sup>th</sup> Avenue NE)
- 4.9 Approval of hiring part-time snow plow driver
  
- 5.0 PLANNING COMMISSION RECOMMENDATIONS – None**
- 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**
- 7.0 APPEARANCES – None**
- 8.0 CITY ATTORNEY**
- 9.0 CITY ENGINEER**
- 10.0 CITY ADMINISTRATOR**
- 11.0 COUNCIL BUSINESS**
  - 11.1 Committee Reports
  - 11.2 Discussion of the Sunrise Watershed Management Organization Joint Powers Agreement (JPA)
  - 11.3 Announcements and future agenda items

**CLOSED MEETING** - Pursuant to Minn. Stat. §13D.05, Subd. 3(c)(3) to discuss the purchase of real property identified as PIN #08-32-23-12-0021 (during a recess of the regularly scheduled City Council meeting)



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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES TUESDAY, FEBRUARY 21, 2023

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Tuesday, February 21, 2023 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Mayor Brian Kirkham and Councilmembers Gary Kirkeide, Jim Doyle, Al Parranto and Jesse Wilken

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** City Engineer, Dave Krugler; City Administrator, Denise Webster; and Deputy City Clerk, Dawnette Shimek

### 1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance

Mayor Kirkham called the meeting to order and the Pledge of Allegiance was recited by all in attendance.

### 2.0 PUBLIC COMMENT - None

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

#### 3.2 Presentation of Resolution No. 23-07 to Dawnette Shimek, Deputy City Clerk, for 35 years of service to the City of Ham Lake

Mayor Kirkham presented Resolution No. 23-07 to Deputy Clerk Shimek for her 35 years of service to the City of Ham Lake. **Motion by Kirkeide, seconded by Doyle, to approve Resolution No. 23-07 recognizing Deputy City Clerk, Dawnette Shimek, for her 35 years of service to the City of Ham Lake. All in favor, motion carried.**

#### 3.1 Anoka County Sheriff Brad Wise and Commander Paul Lenzmeier – Anoka County Sheriff's Office – Introduction of Deputies assigned to the City of Ham Lake for 2023 and the January monthly report

Newly elected Sheriff Brad Wise introduced himself and gave his background. Sheriff Wise stated their focus is to provide the best service to the citizens of Ham Lake. Sheriff Wise added, that at this time, traffic patrol and enforcement is a priority.

Commander Lenzmeier introduced the Deputies assigned to the City of Ham Lake for 2023: Cory Bowker and Anne Jeske (not present) on day shift; Tanner Shipman and Matt Hoefs on power shift; and Grant Olson and Tyler Bouchard, on night shift. Commander Lenzmeier also introduced the Ham Lake Investigator, Rob Young. The Mayor and City Councilmembers thanked the Deputies and Investigator for their service.

Commander Lenzmeier gave a summary of the Sheriff's Report for the month of January 2023. The Mayor and City Councilmembers thanked Commander Lenzmeier.

#### 4.0 CONSENT AGENDA

These items are considered to be routine and will be enacted in one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in normal sequence. (All items listed on the Consent Agenda are recommended for approval.)

- 4.1 Approval of minutes of February 6, 2023
- 4.2 Approval of claims in the amount of \$181,786.34
- 4.3 Approval of scheduling the Recycling Days for Saturday, May 6, 2023 and Saturday, September 9, 2023
- 4.4 Approval of the Arbor Day Proclamation for May 6, 2023
- 4.5 Approval of hiring a full-time Streets/Parks Maintenance Worker
- 4.6 Approval of Resolution No. 23-08 for the American Rescue Plan Act (ARPA) Funding for the City of Ham Lake and Twin Cities Gateway
- 4.7 Road Committee Recommendation:

- 1) Approval of Municipal State Aid (MSA) designation and adoption of Resolution No. 23-09

**Motion by Wilken, seconded by Doyle, to approve the February 21, 2023 consent agenda as written. All in favor motion carried.**

#### 5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Kevin Hentges, Hentges Turf Farm, Inc., requesting Sketch Plan approval for the Hentges Addition Minor Plat (2 lots) in Sections 15 and 22

**Motion by Doyle, seconded by Parranto, to concur with the Planning Commission and approve the Sketch Plan presented by Kevin Hentges, Hentges Turf Farm, Inc., for Hentges Addition Minor Plat (2 lots) in Sections 15 and 22 subject to removing the structure from within the proposed easement on Lot 2, obtaining required demolition and building permits, designating the south side of the existing dwelling unit on Lot 2 as the primary Means of Egress and changing the address, maintaining an unobstructed primary egress, bringing all buildings, the well and the septic system into compliance including bringing the septic system for Lot 2 into compliance within ninety days from the date the final plat is recorded, paying a \$200/lot drainage fee, accepting money of \$2500/lot in lieu of park land, meeting the recommendations of the City Engineer and Building and Zoning Official, and meeting all City, State and County requirements. All in favor, motion carried.**

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES - None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER - None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports - None

11.2 Announcements and future agenda items

Mayor Kirkham asked that a meeting be set up with himself, Councilmember Doyle and members of SBAA (Soderville/Blaine Athletic Association) to discuss the ballfield rental agreement.

Councilmember Kirkeide stated that there is a meeting with the Sunrise Watershed Organization on March 1, 2023.

**Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:15 p.m. All in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE  
CLAIMS SUBMITTED TO COUNCIL  
March 6, 2023**

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>	<b>02/22/23 - 03/06/23</b>	
EFT	# 1819 -1825	\$ 4,519.02
REFUND CHECKS	#	
CHECKS	# 64821 - 64847	\$ 33,682.16
BANK DRAFTS	DFT0002503 -DFT0002507	\$ 27,581.50
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>		<u>\$ 65,782.68</u>
<b>PAYROLL CHECKS</b>		
02/24/23	Direct Deposits	\$ 46,418.26
<b>TOTAL PAYROLL CHECKS</b>		<u>\$ 46,418.26</u>
<b>TOTAL OF ALL PAYMENTS</b>		<u>\$ 112,200.94</u>
<b>VOID CHECKS</b>		
CHECKS		
ZERO EFT		\$ -
BANK DRAFTS		

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 6TH DAY OF MARCH 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



Payment Dates 2/22/2023 - 3/6/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1819	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.86
1819	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1819	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	29.19
1819	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.86
1819	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1819	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	29.19
1819	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.86
1819	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1819	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	29.19
1820	BRODIN PRESS	MARCH HAM LAKER	Editing	211-41704-3125	900.00
1821	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	520.00
1821	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	130.00
1821	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	128.00
1821	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	136.00
1821	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	125.00
1821	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	254.00
1822	DELTA DENTAL PLAN OF MINN	JAN & FEB DK CREDIT	COBRA receivable	100-11502	-102.08
1822	DELTA DENTAL PLAN OF MINN	MARCH DENTAL	Dental Insurance	100-21711	1,051.99
1823	MIKE RACZKOWSKI	PARKING - ANOKA GOV'T CEN	Training/conferences/schools	100-42201-3510	8.00
1824	O'REILLY AUTOMOTIVE STORE	U-1 OIL & FILTER, PADS, TIE R	Vehicle parts & supplies	100-42201-2340	271.29
1824	O'REILLY AUTOMOTIVE STORE	U-1 OIL	Vehicle parts & supplies	100-42201-2340	37.98
1824	O'REILLY AUTOMOTIVE STORE	U-1 TIE ROD END	Vehicle parts & supplies	100-42201-2340	-91.56
1824	O'REILLY AUTOMOTIVE STORE	#93 SOLENOID	Vehicle parts & supplies	100-43101-2340	66.84
1824	O'REILLY AUTOMOTIVE STORE	#70 CAPSULE	Vehicle parts & supplies	100-43101-2340	21.98
1824	O'REILLY AUTOMOTIVE STORE	#93 AIR COUPLER	Vehicle parts & supplies	100-43101-2340	5.19
1824	O'REILLY AUTOMOTIVE STORE	#56 ICE SCRAPPER	Operating supplies	100-42401-2290	4.99
1825	WICK COMMUNICATIONS-LEA	MAR HAM LAKER	Printing	211-41704-3970	667.25
64821	ANOKA COUNTY TREASURY D	FEB BROADBAND FIRE #2	Internet & website	100-41301-3220	75.00
64821	ANOKA COUNTY TREASURY D	FEB BROADBAND	Internet & website	100-41301-3220	37.50
64822	ASPEN MILLS INC	NAME TAGS - SR, SS	Clothing & personal protectiv	100-42201-2210	90.95
64823	CALIBER COLLISION	C1 - INSURANCE CLAIM	Equipment repair & maintena	100-42201-3440	7,783.23
64824	COMCAST BUSINESS	FIRE #1 ADD'L CABLE BOX	Other professional services	100-42201-3190	11.23
64825	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	114.33
64825	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	976.12
64825	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	15.88
64825	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	217.69
64825	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	437.30
64825	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	217.93
64825	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	68.25
64825	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	919.13
64825	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	70.72
64825	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	79.34
64825	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	86.02
64825	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	125.25
64825	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	68.88
64825	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	78.58
64825	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	53.96
64825	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	25.00
64825	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	290.80
64825	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	79.22
64825	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	134.95
64825	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	38.97
64825	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	14.50
64825	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	19.42

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64825	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	29.37
64825	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	30.89
64825	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	62.81
64825	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	358.10
64825	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	525.60
64825	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,709.03
64827	CRYSTEEL TRUCK EQUIP INC	#93 BRAKE SUPPLIES	Vehicle parts & supplies	100-43101-2340	92.40
64828	DAMA METAL PRODUCTS INC	KEY BOXES	Fire Extinguisher	100-20203	306.00
64829	DEARBORN LIFE INS CO	MAR LIFE	Life Insurance	100-21714	54.40
64829	DEARBORN LIFE INS CO	MAR VOL LIFE	Life Insurance	100-21714	195.30
64830	DEHN OIL CO	400 GAL DIESEL	Fuel	100-43101-2230	1,476.00
64830	DEHN OIL CO	551 GAL DIESEL	Fuel	100-43101-2230	1,967.07
64831	FIRE SAFETY USA INC	SILVEX PLUS CLASS A FOAM	Equipment parts & supplies	100-42201-2320	707.70
64832	GRAINGER	SHERIFF'S OFFICE - EXTERIOR	Building repair & maintenanc	100-41702-2310	702.80
64833	JARED A. NORDLUND	2022 WEBSITE MAINTENANC	Internet & website	100-41301-3220	1,200.00
64834	MCLELLAN SALES INC	SAFETY GLASSES AND LENSE	Safety supplies	100-43101-2240	23.57
64835	MENARDS-BLAINE	20' LADDER	Operating supplies	100-43101-2290	249.00
64835	MENARDS-BLAINE	LADDER BUMPER	Operating supplies	100-43101-2290	8.98
64835	MENARDS-BLAINE	HEX KEY SETS	Operating supplies	100-43101-2290	8.39
64835	MENARDS-BLAINE	CONNECTOR, NOZZLE, SCOOP,	Building repair & maintenanc	100-43104-2310	50.96
64835	MENARDS-BLAINE	STUDS, SCREWS, HAMMER SE	Building repair & maintenanc	100-43104-2310	83.36
64835	MENARDS-BLAINE	SHIMS, METAL TRACK, STUDS,	Building repair & maintenanc	100-43104-2310	55.69
64836	MINNESOTA CHAPTER IAAI	MNIAAI CONF. - LV	Training/conferences/schools	100-42201-3510	260.00
64837	MINNESOTA PETROLEUM SER	FUEL TANK INSPECTION & CER	Inspections	100-43101-3460	706.00
64838	MN METRO NORTH TOURISM	JANUARY LODGING TAX	Convention bureau	263-46101-4120	1,381.99
64839	MN STATE FIRE DEPARTMENT	2023 MEMBERSHIP DUES	Dues & subscriptions	100-42201-3920	450.00
64840	NCPERS GROUP LIFE INSURAN	MAR LIFE	Life Insurance	100-21714	96.00
64841	NORTHERN TOOL & EQUIPME	IMPACT SKT	Small tools	100-43101-2410	72.99
64841	NORTHERN TOOL & EQUIPME	TRANSPORT CHAIN	Operating supplies	100-43101-2290	279.60
64842	SIEGFRIED FAMILY TOOLS INC	#83 BRAKE FLAIR KIT, NUT WR	Vehicle parts & supplies	100-43101-2340	55.00
64842	SIEGFRIED FAMILY TOOLS INC	6 PIECE FLARE NUT WRENCH	Small tools	100-43101-2410	92.50
64843	TASC	APRIL COBRA ADMINISTRATIO	Other professional services	100-41701-3190	25.00
64844	UNLIMITED SUPPLIES INC	MISC SUPPLIES	Operating supplies	100-43101-2290	21.74
64845	US BANK CORPORATE PAYME	GOOD CUSTOMER REBATE	Refunds & reimbursements	100-37601	-146.47
64845	US BANK CORPORATE PAYME	HAM LAKE CHAMBER-HL Cha	Dues & subscriptions	100-41101-3920	475.00
64845	US BANK CORPORATE PAYME	ZOOM-Feb Zoom-DW	Dues & subscriptions	100-41201-3920	12.84
64845	US BANK CORPORATE PAYME	IOS-toner for Juan-NW	Office supplies	100-41301-2110	149.98
64845	US BANK CORPORATE PAYME	DLX-1095, 1099 Forms-AW	Office supplies	100-41401-2110	337.90
64845	US BANK CORPORATE PAYME	IOS-report cover-NW	Office supplies	100-41401-2110	2.47
64845	US BANK CORPORATE PAYME	IOS-pink paper-NW	Office supplies	100-41701-2110	6.32
64845	US BANK CORPORATE PAYME	IOS-legal pads, steno pads-N	Office supplies	100-41701-2110	18.99
64845	US BANK CORPORATE PAYME	AMAZON-compressed air-NW	Operating supplies	100-41701-2290	30.99
64845	US BANK CORPORATE PAYME	IOS-small garbage bags-NW	Operating supplies	100-41701-2290	32.18
64845	US BANK CORPORATE PAYME	IOS-large garbage bags-NW	Operating supplies	100-41701-2290	39.16
64845	US BANK CORPORATE PAYME	AMAZON-coffee filters-NW	Operating supplies	100-41701-2290	16.06
64845	US BANK CORPORATE PAYME	AMAZON-toilet cleaner-NW	Operating supplies	100-41701-2290	28.99
64845	US BANK CORPORATE PAYME	IOS-paper towels-NW	Operating supplies	100-41701-2290	20.22
64845	US BANK CORPORATE PAYME	AMAZON-coffee-NW	Operating supplies	100-41701-2290	27.60
64845	US BANK CORPORATE PAYME	PANTHEON-website-NW	Software licenses & upgrades	100-41701-2510	600.00
64845	US BANK CORPORATE PAYME	QUADIENT LEASING-Jan-April	Equipment rentals	100-41701-3320	616.08
64845	US BANK CORPORATE PAYME	AMAZON-business card organ	Office supplies	100-42201-2110	11.59
64845	US BANK CORPORATE PAYME	DOLLAR GENERAL-SD Card-M	Operating supplies	100-42201-2290	16.60
64845	US BANK CORPORATE PAYME	AMAZON-exam gloves-NW	Operating supplies	100-42201-2290	133.73
64845	US BANK CORPORATE PAYME	AMAZON-oxygen sensors-NW	Operating supplies	100-42201-2290	164.44
64845	US BANK CORPORATE PAYME	IDEAL CALIBRATION-Gas Clip f	Operating supplies	100-42201-2290	248.00
64845	US BANK CORPORATE PAYME	4IMPRINT-Totes-MR	Fire prevention-supplies	100-42201-2810	-208.85
64845	US BANK CORPORATE PAYME	4IMPRINT-Totes-MR	Fire prevention-supplies	100-42201-2810	208.85
64845	US BANK CORPORATE PAYME	PTL TIRE-U2 Tire Rotation & B	Fire apparatus repair & maint	100-42201-3450	71.40
64845	US BANK CORPORATE PAYME	ARROWWOOD-Officer Trainin	Training/conferences/schools	100-42201-3510	966.21
64845	US BANK CORPORATE PAYME	FLEET FARM-unsure of item-J	Operating supplies	100-43101-2290	53.55

Council Approval List

Payment Dates: 2/22/2023 - 3/6/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64845	US BANK CORPORATE PAYME	QUADIENT LEASING - NOV &	Equipment rentals	100-41701-3320	308.04
64847	WRIGHT-HENNEPIN COOPERA	ACCESS CARDS	Operating supplies	100-41701-2290	500.00
64847	WRIGHT-HENNEPIN COOPERA	ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
64847	WRIGHT-HENNEPIN COOPERA	SECURITY MONITORING	Monitoring	100-41702-3145	33.95
64847	WRIGHT-HENNEPIN COOPERA	SECURITY REPAIR & CAMERA	Building repair & maintenanc	100-41702-3420	375.00
64847	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL MONITORING	Monitoring	100-43104-3145	52.95
DFT0002503	COMPENSATION CONSULTAN	Health Savings Account	Flexible spending	100-21705	225.00
DFT0002504	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,880.00
DFT0002504	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002505	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,390.14
DFT0002505	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,893.10
DFT0002505	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,496.60
DFT0002506	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,541.84
DFT0002507	PERA	Retirement-Coordinated	PERA	100-21703	6,841.71
DFT0002507	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
DFT0002507	PERA	Retirement-Police & Fire	PERA	100-21703	1,181.43
<b>Grand Total:</b>					<b>65,782.68</b>



## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	58,124.41
211 - HAM LAKER	1,567.25
232 - STREET LIGHT	4,709.03
263 - LODGING TAX	1,381.99
<b>Grand Total:</b>	<b>65,782.68</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	-102.08
100-20203	Fire Extinguisher	306.00
100-21701	Federal WH/FICA/MC	14,779.84
100-21702	State W/H	2,541.84
100-21703	PERA	8,104.82
100-21704	Deferred compensation	1,930.00
100-21705	Flexible spending	225.00
100-21711	Dental Insurance	1,051.99
100-21714	Life Insurance	345.70
100-37601	Refunds & reimburseme	-146.47
100-41101-3920	Dues & subscriptions	475.00
100-41201-3920	Dues & subscriptions	12.84
100-41301-2110	Office supplies	149.98
100-41301-3220	Internet & website	1,312.50
100-41401-2110	Office supplies	340.37
100-41701-2110	Office supplies	25.31
100-41701-2290	Operating supplies	695.20
100-41701-2510	Software licenses & upgr	600.00
100-41701-3190	Other professional servi	25.00
100-41701-3320	Equipment rentals	924.12
100-41702-2310	Building repair & mainte	702.80
100-41702-3145	Monitoring	43.95
100-41702-3420	Building repair & mainte	375.00
100-41702-3430	Cleaning service	650.00
100-41702-3610	Electricity	1,090.45
100-41703-3610	Electricity	233.57
100-42201-2110	Office supplies	11.59
100-42201-2210	Clothing & personal prot	90.95
100-42201-2290	Operating supplies	562.77
100-42201-2320	Equipment parts & suppl	707.70
100-42201-2340	Vehicle parts & supplies	217.71
100-42201-2810	Fire prevention-supplies	0.00
100-42201-3190	Other professional servi	11.23
100-42201-3440	Equipment repair & mai	7,783.23
100-42201-3450	Fire apparatus repair &	71.40
100-42201-3510	Training/conferences/sc	1,234.21
100-42201-3920	Dues & subscriptions	450.00
100-42202-3430	Cleaning service	264.00
100-42202-3610	Electricity	655.23
100-42302-3610	Electricity	68.25
100-42401-2290	Operating supplies	4.99
100-43101-2210	Clothing & personal prot	260.58
100-43101-2230	Fuel	3,443.07
100-43101-2240	Safety supplies	59.57
100-43101-2290	Operating supplies	621.26
100-43101-2340	Vehicle parts & supplies	241.41
100-43101-2410	Small tools	165.49
100-43101-3460	Inspections	706.00
100-43104-2310	Building repair & mainte	190.01

**Account Summary**

Account Number	Account Name	Payment Amount
100-43104-3145	Monitoring	52.95
100-43104-3430	Cleaning service	125.00
100-43104-3610	Electricity	919.13
100-43401-3610	Electricity	957.77
100-44101-2210	Clothing & personal prot	87.57
100-44101-3610	Electricity	188.42
100-44102-3610	Electricity	500.59
100-44202-3430	Cleaning service	254.00
100-44202-3610	Electricity	525.60
211-41704-3125	Editing	900.00
211-41704-3970	Printing	667.25
232-43701-3610	Electricity	4,709.03
263-46101-4120	Convention bureau	1,381.99
	<b>Grand Total:</b>	<b>65,782.68</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	65,782.68
<b>Grand Total:</b>	<b>65,782.68</b>



City of Ham Lake, MN

# EFT Payroll Check Register Report Summary

Pay Period: 2/5/2023-2/18/2023

Packet: PYPKT01452 - PPE 02/<sup>18</sup>~~05~~/23 PAID 02/<sup>24</sup>~~18~~/23  
Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	74	46,418.26
<b>Total</b>	<b>74</b>	<b>46,418.26</b>

Meeting Date: March 6, 2023

**CITY OF HAM LAKE**

**STAFF REPORT**

**To: Mayor and Councilmembers**

**From: Fire Chief Mike Raczkowski**

**Item/Title/Subject: Fire Station #3 Plans and Specifications**

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**Introduction/Discussion:**

The architects plan for the construction of Fire Station #3, along with the specification book, can be found online. The Fire Station plans are available at <https://tinyurl.com/2x6642me>, and the Specification book is at <https://tinyurl.com/27d5769k>.


**Discussion:**

To proceed with putting out for bid for the construction of Fire Station #3, the Building Department and RFC Engineering have reviewed the plans and have corrected all issues with the Architect. The construction cost estimate is approximately \$1.8 million. The following schedule has been set up for the bid process; March 6, 2023, City Council approves the Plans and Specification and authorize advertisement for bids; March 8, 2023, to advertise in the Star Tribune; March 22, 2023, to hold a pre-bid meeting; April 5, 2023, to open bids; April 17, 2023, present bids to the City Council for approval.

**Recommendation:**

Approve the Plans and Specifications and authorize the advertisement for bids for Fire Station #3 located at 149<sup>th</sup> Avenue NE and Lexington Avenue NE.

## Memorandum

Date: March 2, 2023  
To: Mayor and Councilmembers  
From: David A. Krugler, P.E., City Engineer   
Subject: Crosstown Shopping Center Street Reconstruction

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### **Introduction:**

The City Council directed the preparation of plans and specifications for the reconstruction of the streets within the Crosstown Shopping Center at the October 17, 2022 Council meeting.

### **Discussion:**

The minimum design speed for Municipal State Aid (MSA) streets is 30 miles per hour, which is a curve with a centerline radius of 312 feet. The streets within Crosstown Shopping Center are proposed to be reconstructed within the right-of-way dedicated with the plat. The minimum design speed cannot be achieved for either of the 176<sup>th</sup> Lane and Chisholm Street corner and the 175<sup>th</sup> Lane and Central Avenue corner, due to the location of existing septic and/or the cost of right-of-way acquisition. The proposed design speed for both curves is 20 miles per hour, similar to the curves located on the Trunk Highway 65 east frontage road south of 157<sup>th</sup> Avenue. A variance may be requested from MnDOT for curves with a design speed of less than 30 miles per hour, similar to the variance that was granted for the east frontage road south of 157<sup>th</sup> Avenue.

### **Recommendation:**

It is recommended that the attached Resolution be executed to request a variance to the design speed of the two curves. The Resolution and supporting information will be presented to the MnDOT Variance Committee for consideration of approval.

March 2, 2023

Dan Erickson  
District Engineer  
Minnesota Department of Transportation  
Mail Stop 500  
395 John Ireland Boulevard  
St. Paul, Minnesota 55155

Re: Variance request – SAP 197-119-004  
Chisholm Street and 176th Lane NE  
Central Avenue and 175th Lane NE

Dear Mr. Erickson,

The City of Ham Lake is requesting a variance for the above referenced MSA street reconstruction located on the east side of State Trunk Highway 65, starting at the intersection of Crosstown Boulevard (CSAH 18) and Chisholm Street, thence northerly, along Chisholm Street to 176<sup>th</sup> Lane, thence westerly, along 176<sup>th</sup> Lane, to Central Avenue, thence southerly, along Central Avenue to 175<sup>th</sup> Lane, thence easterly, along 175<sup>th</sup> Lane to the intersection of said 175<sup>th</sup> Lane and said Chisholm Street, as shown on the attached exhibit 1. Also included in the project is 177<sup>th</sup> Avenue from Trunk Highway 65 to Central Avenue and Central Avenue from 177<sup>th</sup> Avenue to 176<sup>th</sup> Lane. Attached is a City of Ham Lake resolution requesting a variance of the minimum design standards identified in the State Administrative Rule 8820.9936 per Minnesota Rules for State Aid Operations 8820.3300, adopted pursuant to Minnesota Statutes Chapters 161 and 162, pertaining to urban design standards for new construction projects. The area affected is commercially zoned and is occupied by commercial businesses.

The City is proposing horizontal curves at 20 miles per hour design speed, which does not meet the minimum 30 miles per hour design speed required for MSA roadways. The reason a variance is requested for a 30 miles per hour design speed at 175<sup>th</sup> Lane and Central Avenue is the required purchase and removal of a significant amount of parking lot utilized by the existing commercial properties. The reason a variance is requested for a 30 miles per hour design speed at the corner of 176<sup>th</sup> Lane and Chisholm Street is the City would need to purchase right-of-way and relocate the septic system for the property. Both intersections are shown on Exhibit 1.

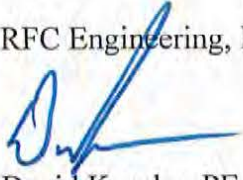
The horizontal 20 miles per hour design curves would be signed per the Minnesota Manual on Uniform Traffic Control Devices without stop signs to accommodate non stopping traffic flow, as shown on the attached exhibit. Allowing a 20 miles per hour curve without stop signs would reduce start and stop traffic noise in the area, lessen violations and improve the movement of traffic. The anticipated start and stop noise would be from commercial vehicles using the route. Also, the proposed 20 miles per hour curve signage is more conducive to driver expectation and movement.

March 2, 2023  
Dan Erickson  
Page 2

Please let me know if you require any additional information.

Sincerely,

RFC Engineering, Inc.



David Krugler, PE  
Ham Lake City Engineer

Attachments

cc: Denise Webster, City of Ham Lake Administrator  
cc: Kristine Elwood, Transportation Division Engineer  
cc: Mao Yang, Projects Engineer

RESOLUTION NO. 23-XX

CITY OF HAM LAKE, MINNESOTA

A Resolution requesting a variance from standard for State Aid Operation for Project No. S.A.P. 197-119-004

**WHEREAS**, the City of Ham Lake is preparing plans for MSAS 197-119-004, described as Chisholm Street from Crosstown Boulevard to 176<sup>th</sup> Lane, 175<sup>th</sup> Lane from Central Avenue to Chisholm Street, 176<sup>th</sup> Lane from Central Avenue to Chisholm Street, 177<sup>th</sup> Avenue from Trunk Highway 65 to Central Avenue, Central Avenue from 175<sup>th</sup> Lane to 176<sup>th</sup> Lane, and Central Avenue from 176<sup>th</sup> Lane to 177<sup>th</sup> Avenue;

**WHEREAS**, Minnesota Rules for State Aid Operation 8820.9936 require 30 miles per hour design speed; and the stated existing streets cannot meet this requirement at the intersection of 175<sup>th</sup> Lane and Central Avenue and the intersection of 176<sup>th</sup> Lane and Chisholm Street;

**WHEREAS**, the reasons for this variance requests are due to the existing street alignment, built as part of a platted commercial development in 1979;

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Ham Lake does hereby request a variance from the Minnesota Department of Transportation State Aid Operations Rules Chapter 8820.9936, urban design standards, to allow a 20 miles per hour design speed at the two specified locations, in lieu of a 30 miles per hour design speed;

**BE IT FURTHER RESOLVED**, that the City Council of the City of Ham Lake hereby indemnifies, saves and hold harmless the State of Minnesota and its agents and employees of and from claims, demands, actions, or causes of action arising out of or by reason of design speed modification in accordance with Minnesota Rules 8820.9936 and further agrees to defend at their sole cost and expense any action or proceeding commenced for the purpose of asserting any claim arising as a result of the granting this variance.

Adopted by unanimous vote of the Ham Lake City Council this 6th day of March, 2023.

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Brian Kirkham, Mayor

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Denise Webster, City Clerk



## Design Element Variance Justification Checklist

This checklist should be completed and submitted with required attachments to the State Aid for Local Transportation Division when a local agency has determined that a variance from Minnesota Rules 8820 for State Aid Operations Rules is justified.

The following documents and information are needed when one or more variance requests is identified on a project. Note additional information may be requested by the Variance Advisory Committee after submittal of the checklist and attachments for their investigation.

Ensure to check the box for items attached to this checklist and to respond to all questions. Where the question does not apply to the variance request, note it in the field provided and give a brief explanation on how that was determined.

1.  A variance request cover letter addressed to the State Aid Division Director
2.  A formal written request in the form of a **certified resolution** from the responsible city council or county board that includes the following items. MN Rules, part 8820.3300, subpart 1, item A

- a.  Identification of the project by location and termini. MN Rules, part 8820.3300, subpart 1, item B

Chisholm Street from Crosstown Boulevard to 176<sup>th</sup> Lane.

175<sup>th</sup> Lane from Central Avenue to Chisholm Street.

176<sup>th</sup> Lane from Central Avenue to Chisholm Street.

Central Avenue from 175<sup>th</sup> Lane to 177<sup>th</sup> Avenue.

- b.  Cite the specific part or standard for which the variance is requested and describe the modification proposed. MN Rules, part 8820.3300, subpart 1, item C

Rule(s)	Request
8820.9936	Horizontal curves at a 20 miles per hour design speed instead of the 30 miles per hour speed.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

*A typical resolution format is available on the State Aid Variance website.*

Revision Date: 04/18/2022

3. Define the critical design element involved (i.e. not "Design Speed"): horizontal alignment (radius or degree of curvature), vertical alignment, grades, lane width, shoulder width, bridge width, structural capacity, stopping sight distance (horizontal and vertical), cross slope, super-elevation, clearance (horizontal and vertical).

Curve radius.

4. For Complete Street consideration, are design elements from *A Policy on Geometric Design of Highway Streets* from the American Association of State Highway and Transportation Officials being proposed for this variance request? MN Statutes, section 174.75, subdivision 5, MN Statutes, section 162.02, subdivision 3a, MN Statutes, section 162.09, subdivision 3a

No       Yes      Reference Page(s)/Table(s):      Click or tap here to enter text.

5. For Complete Street consideration, are design elements from *Context Sensitive Solutions in Designing Major Urban Thoroughfares for Walkable Communities* from the Institute of Transportation Engineers being proposed for this variance request? MN Statutes, section 174.75, subdivision 5, MN Statutes, section 162.02, subdivision 3a, MN Statutes, section 162.09, subdivision 3a

No       Yes      Reference Page(s)/Table(s):      Click or tap here to enter text.

6.  Attach an index map of the project. MN Rules, part 8820.3300, subpart 1a, item A
7.  Attach typical sections for the in-place section(s) and proposed section(s). MN Rules, part 8820.3300, subpart 1a, item B
8. Provide the **reasons for the request**. MN Rules, part 8820.3300, subpart 1a, item C

The variance request is for an existing street alignment, built as part of a platted commercial development in 1979. The as-built alignment is not able to accommodate a 30 miles per hour design speed, as required for an MSA street, due to the curve radius of the existing streets in two locations. A septic area and part of a commercial parking lot would also need to be relocated if the MSA street design requirements for centerline curve radii were adhered to.

9. Include existing and projected traffic counts.

Existing ADT: 3,328      Projected ADT: 4,992 for the year 2043.

10. a. Include legal and posted speed limits of abutting roadway sections.

30 miles per hour

- b. Include the legal and posted speed limit on the roadway section.

Revision Date: 04/18/2022

20 miles per hour

11. Provide information on the economic impacts which may result from the requested variance. For example compare the difference in cost to construct to standard versus the preferred alternative. MN Rules, part 8820.3300, subpart 1a, item D, MN Rules, part 8820.3400, subpart 3, item A

No economic impact will be encountered due to not complying with 30 mph curve radii.

12. Provide information on the social impacts which may result from the requested variance. MN Rules, part 8820.3300, subpart 1a, item D, MN Rules, part 8820.3400, subpart 3, item A

There will be no social impacts due to not complying with 30 mph curve radii.

13. Provide information on the safety impacts which may result from the requested variance. For example provide the summary data on the number of crashes, type of crashes, severity of crashes, and contributing factors and crash modification factors with or without meeting the design element in the variance request. MN Rules, part 8820.3300, subpart 1a, item D, MN Rules, part 8820.3400, subpart 3, item A

There will be no safety impacts due to not complying with 30 mph curve radii.

14. Provide information on the environmental impacts which may result from the requested variance. MN Rules, part 8820.3300, subpart 1a, item D, MN Rules, part 8820.3400, subpart 3, item A

There will be no environmental impacts due to not complying with 30 mph curve radii.

15. Provide information on the effectiveness of the project in eliminating an existing and projected deficiency in the transportation system. MN Rules, part 8820.3300, subpart 1a, item E, MN Rules, part 8820.3400, subpart 3, item B

The project will result in a safe and efficient roadway, reducing noise from commercial traffic by eliminating the need for starting and stopping at stop signs. There will also be a considerable cost savings by the elimination of the purchase of additional right-of-way and relocation of a septic field.

16. Provide information on the effects on adjacent lands. MN Rules, part 8820.3300, subpart 1a, item F, MN Rules, part 8820.3400, subpart 3, item C

The current 20 mph curve radii design would have no impacts on adjacent lands.

17. Provide information on the number of persons affected. MN Rules, part 8820.3300, subpart 1a, item G, MN Rules, part 8820.3400, subpart 3, item D

Revision Date: 04/18/2022

The affected number of persons is estimated by the average daily traffic, currently 3,328.

18. Provide information on the safety considerations and mitigations as they apply to pedestrians. MN Rules, part 8820.3300, subpart 1a, item H (1), MN Rules, part 8820.3400, subpart 3, item F

Keeping the current, platted, curve radii will have no significant impact on the safety of pedestrians.

19. Provide information on the safety considerations and mitigations as they apply to bicyclists. MN Rules, part 8820.3300, subpart 1a, item H (2), MN Rules, part 8820.3400, subpart 3, item F

Keeping the current, platted, curve radii will have no significant impact on the safety of bicyclists.

20. Provide information on the safety considerations and mitigations as they apply to the motoring public. MN Rules, part 8820.3300, subpart 1a, item H (3), MN Rules, part 8820.3400, subpart 3, item F

Other than the reduction in speed, there will be no significant impact on motorists.

21. Provide information on the safety considerations and mitigations as they apply to fire, police, and emergency units. MN Rules, part 8820.3300, subpart 1a, item H (4), MN Rules, part 8820.3400, subpart 3, item F

Keeping the current, platted, curve radii will have no significant impact on the safety of fire, police, and emergency units.

22.  Include available accident data in detail that indicates the resulting damage (property damage/injury/death), contributing causes, and location.

The Minnesota Crash Mapping Analysis Tool (MnCMAT) is available thru the SALT Traffic Safety website at <http://www.dot.state.mn.us/stateaid/crashmapping.html>. Note that access to the MnCMAT application requires approval of the city or county engineer. Questions on gaining access or use of the application can be directed to [mcmat.dot@state.mn.us](mailto:mcmat.dot@state.mn.us).

No accidents were reported at the two curves in question. No further analysis was completed.

23. Provide information on the effect on future maintenance. MN Rules, part 8820.3400, subpart 3, item E

Keeping the current, platted, curve radii will have no effect on future maintenance.

24. Provide information on the effect that the rule and standards may have in imposing an undue burden on a city or county. MN Rules, part 8820.3400, subpart 3, item G

*Revision Date: 04/18/2022*

Strict adherence to MSA standards on alignment would result in an undue burden on the City of Ham Lake and the business owners that occupy this commercial development by purchasing right-of-way and removing available parking and relocating a septic field which in turn would remove more available property.

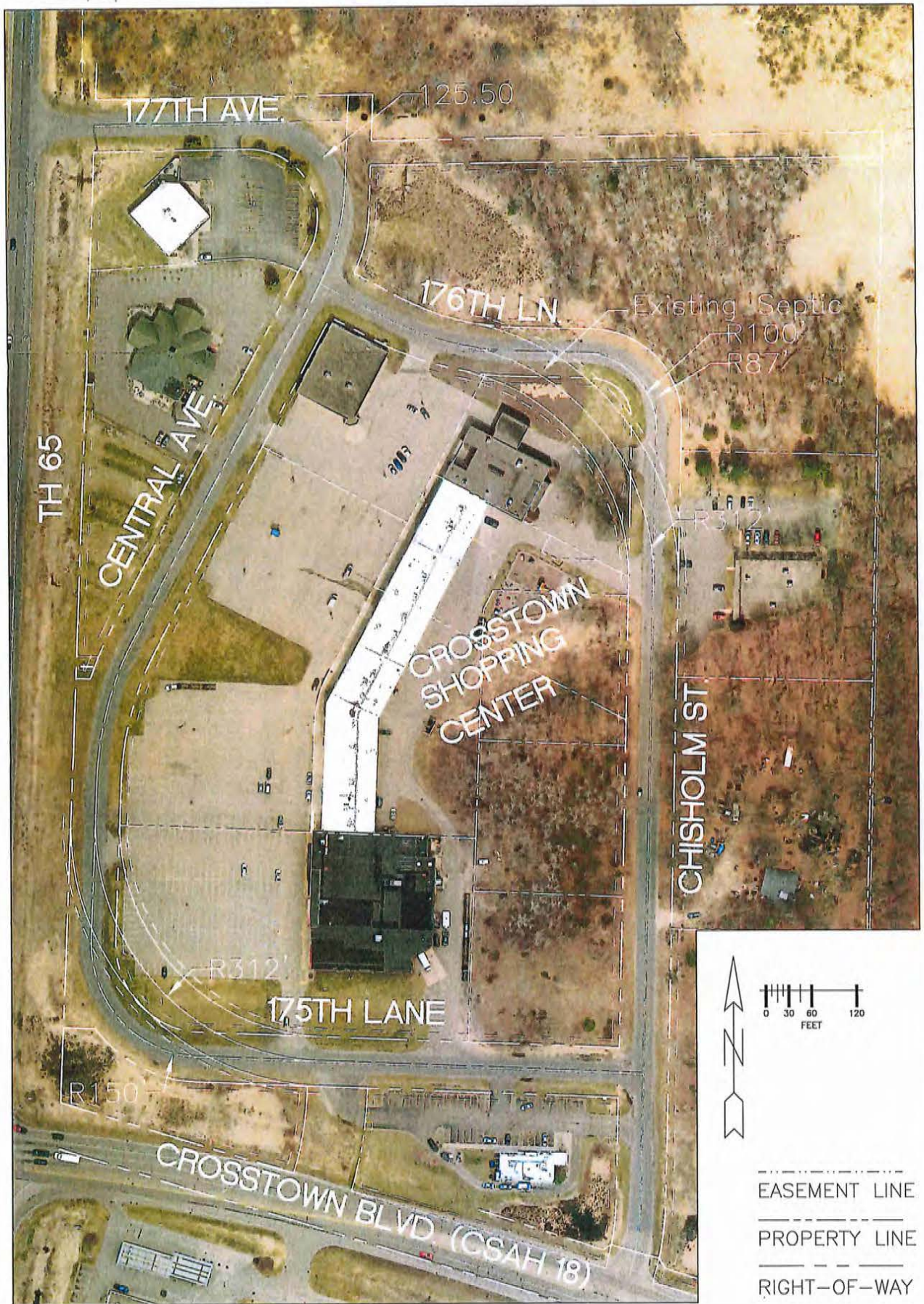
25. Any other pertinent factors.

20 miles per hour curves, without stop signs, would reduce start and stop traffic noise in the area, lessen violations and improve the movement of traffic. The start and stop noise would be coming from commercial vehicles using the route. The proposed curve signage for the 20 mile per hour curves is more conducive to driver expectation and movement.

**Variance Submittal**

When you are ready to submit this variance request, save the checklist with the project number and Variance Request in the name of the document, e.g., 088-888-008VarianceRequest.doc.

This completed checklist and required attachments should be submitted electronically to your District State Aid Engineer by the variance submittal date.




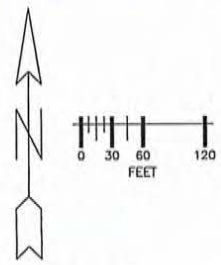
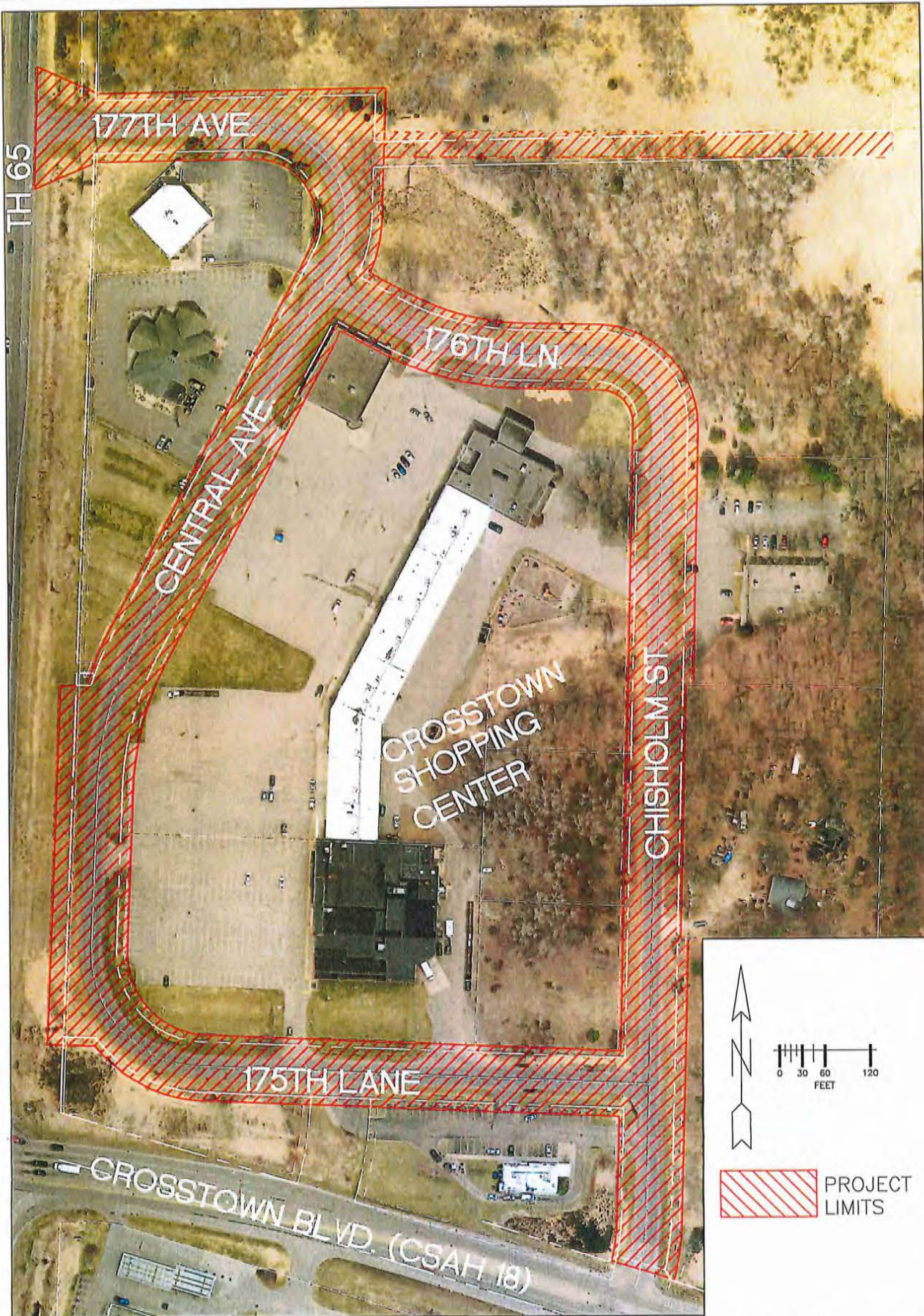
Description	312' CENTERLINE RADIUS
-------------	------------------------

Drawn	Date	Project No.	Sheet No.
CSA	2/10/23	2205 MSA197-119-004	1

Project	175TH LANE/CENTRAL AVE. AND 176TH LN./CHISHOLM STREET
---------	---

13635 Johnson Street  
Ham Lake, MN 55304  
Voice: 763.862.8000  
Fax: 763.862.8042





 PROJECT LIMITS

Description  
LOCATION EXHIBIT

Drawn  
CSA

Date  
3/2/23

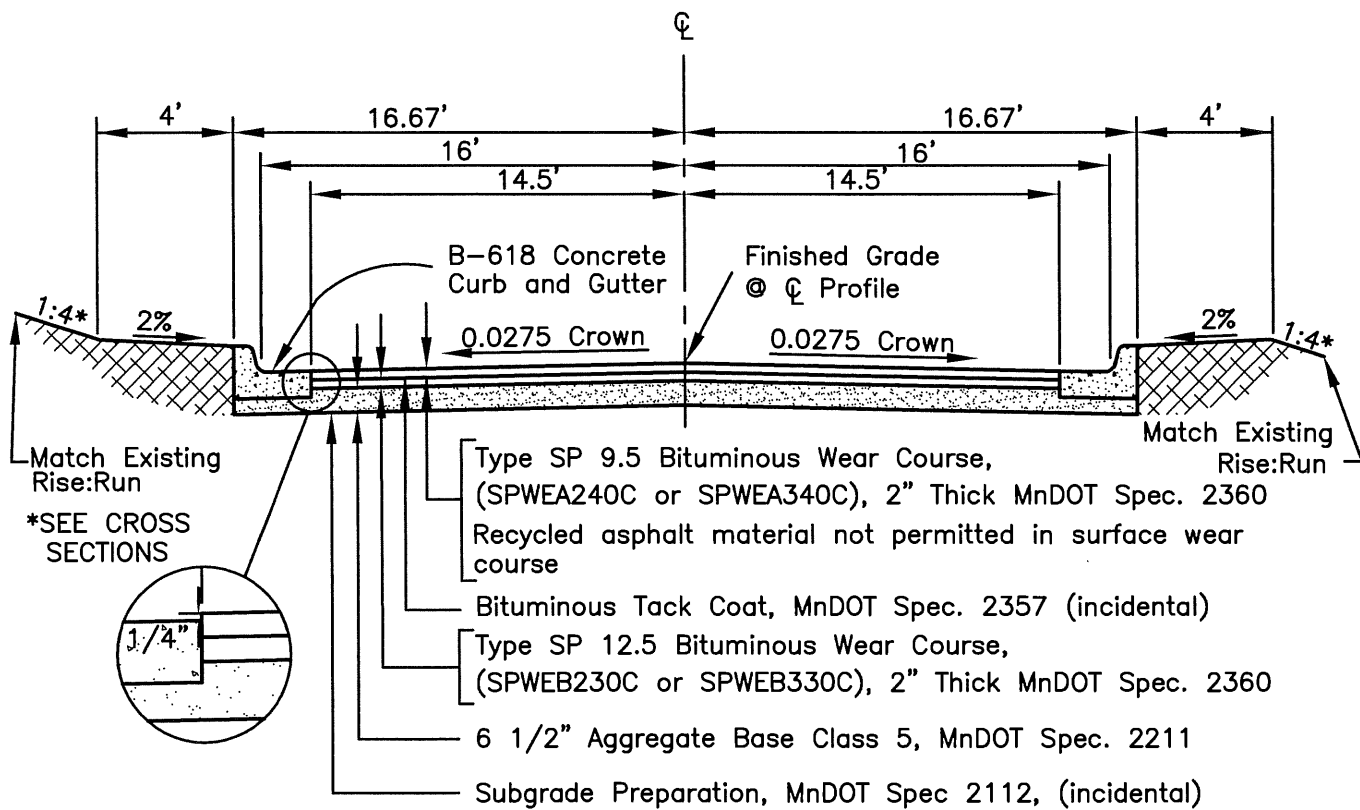
Project No.  
2205

Sheet No.  
2

Project  
CHISHOLM STREET, 175TH LANE, CENTRAL AVENUE  
176TH LANE AND 177TH AVENUE

13635 Johnson Street  
Ham Lake, MN 55304  
Voice: 763.862.8000  
Fax: 763.862.8042





TYPICAL URBAN SECTION

TYPICAL STREET SECTION  
COMMERCIAL 9-TON RFC-366B1

NOT TO SCALE

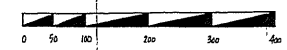


# CROSTOWN SHOPPING CENTER

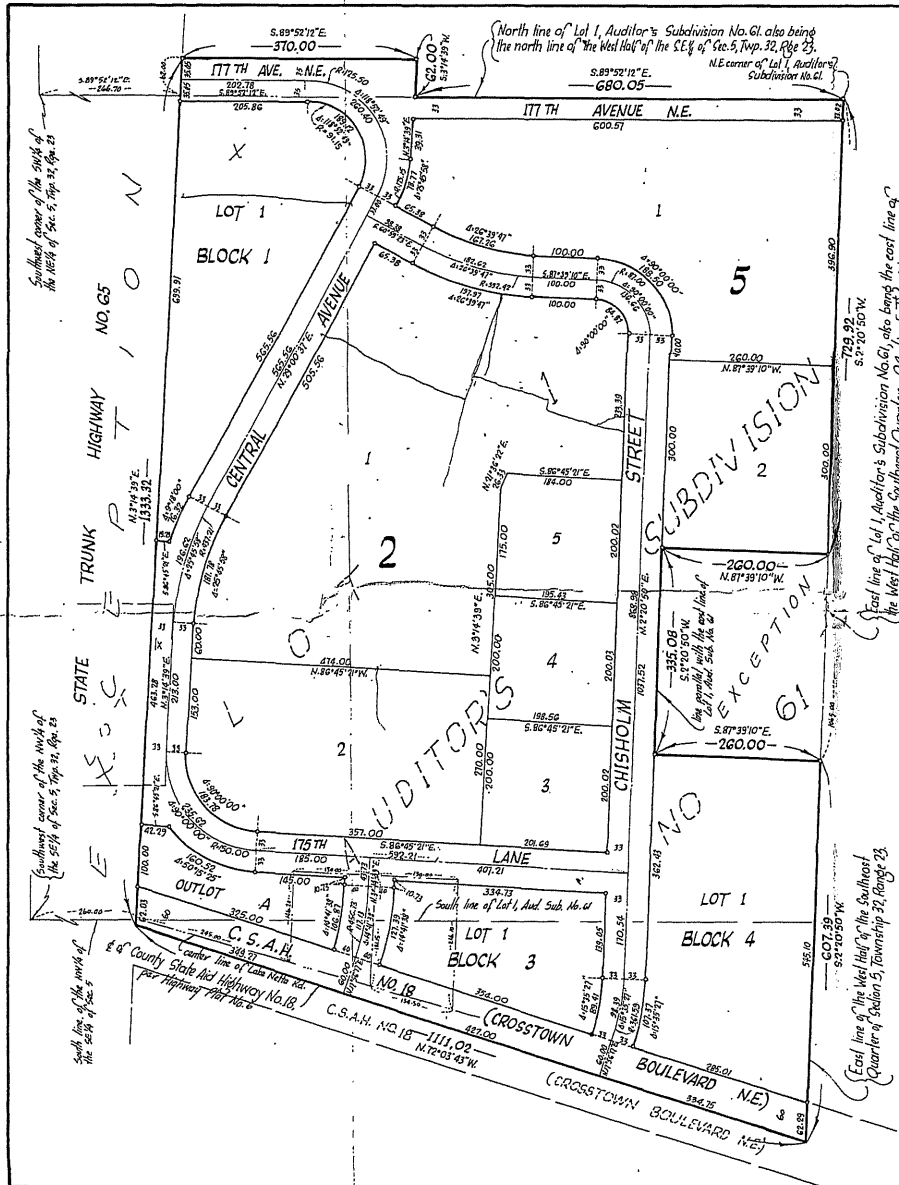
CITY OF HAM LAKE ANOKA COUNTY



Scale: 1 inch = 100 feet



• Denotes iron monument  
Bearings shown are assumed





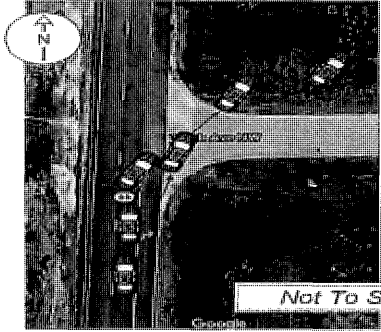
# Crash Detail Report - Short Form

Report Version 1.0  
February 2020

## Crosstown Shopping Center

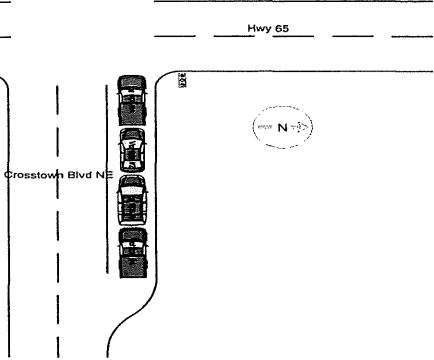
INCIDENT ID 01067649	ROUTE SYS 03-MNTH	ROUTE NUM 0065	MEASURE 21.962	ROUTE NAME NB MNTH 65 @ 177TH	ROUTE ID A0300000000000065-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 12/07/22	TIME 11:32	DAY Wed	LAT 45.291686	LONG -93.233979	UTM X 481652.7	UTM Y 5015380.5	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Sideswipe Same Direction		CRASH SEVERITY N - Prop Damage Only		FIRST HARMFUL Motor Vehicle In Transport				LIGHT CONDITION Daylight		WEATHER PRIMARY Clear	

	Unit 1	Unit 2	Unit 3	Unit 4
Unit Type	Motor Vehicle in Transport	Motor Vehicle in Transport		
Vehicle Type	Passenger Car	Passenger Car		
Direction of Travel	Northbound	Northbound		
Manuever	Turning Right	Moving Forward		
Age/Sex	51 M	78 M		
Physical Cond	Apparently Normal	Apparently Normal		
Contributing Factor 1	Improper Turn/Merge	Swerved or Avoided Due to V		

<b>OFFICER SKETCH</b> 	<b>NARRATIVE</b> PICTURES TAKEN OF ROAD CONDITIONS. RIGHT TURN LANE IS OVER 250 FEET IN LENGTH. I USED THIS RIGHT TURN LANE TO GET TO THIS CRASH. I WAS ABLE TO SLOW USING THE TURN LANE. I TOOK DRIVER OF VEHICLE 1 OUT TO THE INTERSECTION TO MAKE SURE HE WAS TELLING ME WHAT LANE HE WAS SLOWING DOWN IN. DRIVER POINTED TO THE RIGHT LANE. HE EVEN POINTED TO A VEHICLE THAT WAS IN THE RIGHT LANE AND STATED HE WAS IN THAT LANE TRYING TO SLOW DOWN. I ASKED WHY HE DID NOT USE THE RIGHT TURN LANE AND HE STATED THAT HE DID NOT NEED TO USE THE TURN LANE TO MAKE HIS RIGHT TURN. ADVISED THAT HE DID AND THAT IS WHY THERE IS A TURN LANE. DRIVER CLAIMED THAT HE HAD MOVED TO THE RIGHT TURN LANE BUT WAS AT THE END OF IT BEFORE HE MOVED OVER. DRIVER POINTED OUT WHERE HE THOUGHT HE MOVED INTO THE TURN LANE. ADVISED THERE WAS NO WAY HE COULD HAVE BEEN IN THE TURN LANE AS VEHICLE 2 WOULD NOT
---	---

INCIDENT ID 00322299	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.381	ROUTE NAME CROSSTOWN BLVD NE	ROUTE ID 0400006594470018-D	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH MNTH 65		# VEH 4	# KILL 0	DATE 01/21/16	TIME 17:50	DAY Thu	LAT 45.288030	LONG -93.233874	UTM X 481660.4	UTM Y 5014973.4	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Rear End		CRASH SEVERITY C - Possible Injury		FIRST HARMFUL Motor Vehicle In Transport				LIGHT CONDITION Dark (Str Lights On)		WEATHER PRIMARY Cloudy	

	Unit 1	Unit 2	Unit 3	Unit 4
Unit Type	Motor Vehicle in Transport	Motor Vehicle in Transport	Motor Vehicle in Transport	Motor Vehicle in Transport
Vehicle Type	Pickup	Passenger Car	Passenger Van (Seats Install	Pickup
Direction of Travel	Westbound	Westbound	Westbound	Westbound
Manuever	Vehicle Stopped or Stalled in	Vehicle Stopped or Stalled in	Vehicle Stopped or Stalled in	Moving Forward
Age/Sex	18 M	25 F	40 F	63 M
Physical Cond	Apparently Normal	Apparently Normal	Apparently Normal	Has Been Drinking Alcohol
Contributing Factor 1	No Clear Contributing Action	No Clear Contributing Action	No Clear Contributing Action	Driver Speeding

<b>OFFICER SKETCH</b> 	<b>NARRATIVE</b> VEHICLE #4 RAN INTO THE REAR OF #3 WHICH WAS PUSHED INTO #2 WHICH WAS PUSHED INTO THE REAR OF #1. DRIVER OF #4 STATED HE THOUGHT THE LIGHT WAS GOING TO TURN GREEN AND THAT THE TRAFFIC WOULD START TO GO, HE STATED HE WAS GOING TOO FAST WHEN HE REALIZED ALL THE TRAFFIC WAS STOPPED. HE SAID HE HIT HIS BRAKES AND THE ANTI LOCKS KICKED IN CAUSING HIS TO RUN INTO THE REAR OF THE MINI VAN. ALSO SEE SUPPLEMENT
--	---



# Crash Detail Report - Short Form

## Crosstown Shopping Center

INCIDENT ID	ROUTE SYS	ROUTE NUM	MEASURE	ROUTE NAME	ROUTE ID	COUNTY	CITY			
00747841	04-CSAH	0018	10.408	CROSTOWN BLVD NE	0400006594470018-D	2-Anoka	Ham Lake			
INTERSECT WITH	# VEH	# KILL	DATE	TIME	DAY	LAT	LONG	UTM X	UTM Y	WORK ZONE TYPE
	1	0	09/16/19	17:44	Mon	45.287968	-93.233312	481704.4	5014966.4	NOT APPLICABLE
BASIC TYPE	CRASH SEVERITY	FIRST HARMFUL				LIGHT CONDITION		WEATHER PRIMARY		
Single Vehicle Run Off Road	N - Prop Damage Only	Roadway Sign or Sign Structure				Daylight		Clear		

	Unit 1	Unit 2	Unit 3	Unit 4
Unit Type	Motor Vehicle in Transport			
Vehicle Type	Sport Utility Vehicle			
Direction of Travel	Eastbound			
Manuever	Moving Forward			
Age/Sex	55 F			
Physical Cond	Unknown			
Contributing Factor 1	Other Contributing Action			

### OFFICER SKETCH



### NARRATIVE

V1 WAS EB ON CROSTOWN BLVD PULLING A TRAILER. THE TRAILER BECAME UNFASTENED FROM THE PULLING UNIT, AND STRUCK THE "KEEP RIGHT" SIGN. THIS REPORT WAS TAKEN BY PHONE AFTER THE FACT.

INCIDENT ID	ROUTE SYS	ROUTE NUM	MEASURE	ROUTE NAME	ROUTE ID	COUNTY	CITY			
00633189	04-CSAH	0018	10.494	CROSTOWN BLVD NE	0400006594470018-D	2-Anoka	Ham Lake			
INTERSECT WITH	# VEH	# KILL	DATE	TIME	DAY	LAT	LONG	UTM X	UTM Y	WORK ZONE TYPE
	2	0	09/07/18	13:30	Fri	45.287673	-93.231593	481839.1	5014933.3	NOT APPLICABLE
BASIC TYPE	CRASH SEVERITY	FIRST HARMFUL				LIGHT CONDITION		WEATHER PRIMARY		
Left Turn	B - Minor Injury	Motor Vehicle In Transport				Daylight		Clear		

	Unit 1	Unit 2	Unit 3	Unit 4
Unit Type	Motor Vehicle in Transport	Motor Vehicle in Transport		
Vehicle Type	Sport Utility Vehicle	Passenger Car		
Direction of Travel	Eastbound	Westbound		
Manuever	Moving Forward	Turning Left		
Age/Sex	64 F	19 M		
Physical Cond	Apparently Normal	Apparently Normal		
Contributing Factor 1	No Clear Contributing Action	Failure to Yield Right-of-Way		

### OFFICER SKETCH



### NARRATIVE

VEH#1 EASTBOUND ON CROSTOWN BLVD APPROACHING CHISHOLM ST NE. VEH#2 WESTBOUND ON CROSTOWN BLVD NE IN THE LEFT TURN LANE TO GO SOUTH ON CHISHOLM ST NE. DRIVER OF VEH#2 FAILED TO YIELD THE RIGHT OF WAY AND MADE ITS LEFT TURN DIRECTLY IN FRONT OF VEH#1. VEH#1 T-BONED VEH#2.



# Crash Detail Report - Short Form

## Crosstown Shopping Center

INCIDENT ID 00362464	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.524	ROUTE NAME CROSSTOWN BLVD NE	ROUTE ID 0400006594470018-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 07/08/16	TIME 17:43	DAY Fri	LAT 45.287409	LONG -93.231081	UTM X 481879.2	UTM Y 5014903.8	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Angle	CRASH SEVERITY B - Minor Injury		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Daylight		WEATHER PRIMARY Clear			

	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>	<b>Unit 4</b>
<b>Unit Type</b>	Motor Vehicle in Transport	Motor Vehicle in Transport		
<b>Vehicle Type</b>	Passenger Van (Seats Install)	Pickup		
<b>Direction of Travel</b>	Westbound	Southbound		
<b>Manuever</b>	Moving Forward	Other		
<b>Age/Sex</b>	58 M	44 M		
<b>Physical Cond</b>	Apparently Normal	Apparently Normal		
<b>Contributing Factor 1</b>	No Clear Contributing Action	Failure to Yield Right-of-Way		

<p><b>OFFICER SKETCH</b></p>	<p><b>NARRATIVE</b> SEE LOCAL REPORT</p>
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INCIDENT ID 00331363	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.532	ROUTE NAME CROSSTOWN BLVD NE	ROUTE ID 0400006594470018-D	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 02/23/16	TIME 07:33	DAY Tue	LAT 45.287508	LONG -93.230858	UTM X 481896.7	UTM Y 5014914.7	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Angle	CRASH SEVERITY N - Prop Damage Only		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Sunrise		WEATHER PRIMARY Snow			

	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>	<b>Unit 4</b>
<b>Unit Type</b>	Motor Vehicle in Transport	Motor Vehicle in Transport		
<b>Vehicle Type</b>	Sport Utility Vehicle	Pickup		
<b>Direction of Travel</b>	Westbound	Westbound		
<b>Manuever</b>	Moving Forward	Turning Left		
<b>Age/Sex</b>	62 M	54 M		
<b>Physical Cond</b>	Apparently Normal	Apparently Normal		
<b>Contributing Factor 1</b>	No Clear Contributing Action	Failure to Yield Right-of-Way		

<p><b>OFFICER SKETCH</b></p>	<p><b>NARRATIVE</b> VEH#1 WB ON CROSSTOWN BLVD APPROACHING CHISHOLM ST NE. VEH#2 NB CHISHOLM ST STOPPED AT STOP SIGN AT CROSSTOWN BLVD. VEH#2 STARTED TO MAKE LEFT TURN ONTO CROSSTOWN BLVD AND T-BONES VEH#1. DRIVER OF VEH#2 STATED HE DIDN'T SEE VEH#1.</p>
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# Crash Detail Report - Short Form

## Crosstown Shopping Center

INCIDENT ID 00319647	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.533	ROUTE NAME CROSSTOWN BLVD NE	ROUTE ID 0400006594470018-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH CHISHOLM ST NE		# VEH 2	# KILL 0	DATE 01/13/16	TIME 06:34	DAY Wed	LAT 45.287369	LONG -93.230920	UTM X 481891.8	UTM Y 5014899.3	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Other		CRASH SEVERITY N - Prop Damage Only		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Dark (Unknown Light)		WEATHER PRIMARY Cloudy		

	Unit 1	Unit 2	Unit 3	Unit 4
Unit Type	Motor Vehicle in Transport	Motor Vehicle in Transport		
Vehicle Type	Passenger Car	Passenger Car		
Direction of Travel	Northbound	Eastbound		
Manuever	Turning Left	Moving Forward		
Age/Sex	48 M	50 M		
Physical Cond	Apparently Normal	Apparently Normal		
Contributing Factor 1	Failure to Yield Right-of-Way	No Clear Contributing Action		

<p><b>OFFICER SKETCH</b></p>	<p><b>NARRATIVE</b></p> <p>I IDENTIFIED THE DRIVER OF UNIT # 1 BY MN DRIVERS LICENSE AS JERRY ARTHUR WELLMAN DOB 07/02/67. HE WAS DRIVING VEHICLE MN 774-DGU AND STATED THAT HE WAS STOPPED AT THE STOP SIGN AT CHISHOLM ST AND CROSSTOWN BLVD AND WAS PROCEEDING NB THROUGH THE INTERSECTION AND WANTED TO PROCEED WB ONTO CROSSTOWN BLVD. HE SAID THAT HE DID NOT SEE UNIT # 2 WHICH WAS EB ON CROSSTOWN BLVD UNTIL IT WAS TOO LATE AND HE WAS STRUCK IN THE REAR DRIVER SIDE OF HIS VEHICLE. HE SAID THAT HE WAS WEARING HIS SEATBELT AND THAT HIS BACK WAS A LITTLE SORE, HOWEVER HE REFUSED AN AMBULANCE. HIS VEHICLES DRIVER SIDE AIRBAGS WERE DEPLOYED. JERRY PROVIDED ME HIS VEHICLES INSURANCE INFORMATION FROM NATIONWIDE AGRIBUISNESS INS. CO. POLICY #PPGM0043425901-2. I IDENTIFIED THE DRIVER OF UNIT # 2 BY MN DRIVERS LICENSE AS TODD CHARLES BORCHARDT DOB 09/15/65. HE WAS DRIVING VEHICLE MN 550-KHH</p>
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INCIDENT ID 00692741	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.533	ROUTE NAME CROSSTOWN BLVD NE	ROUTE ID 0400006594470018-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH Left Turn		# VEH 2	# KILL 0	DATE 02/27/19	TIME 17:10	DAY Wed	LAT 45.287368	LONG -93.230916	UTM X 481892.1	UTM Y 5014899.2	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Left Turn		CRASH SEVERITY B - Minor Injury		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Daylight		WEATHER PRIMARY Clear		

	Unit 1	Unit 2	Unit 3	Unit 4
Unit Type	Motor Vehicle in Transport	Motor Vehicle in Transport		
Vehicle Type	Passenger Van (Seats Install)	Pickup		
Direction of Travel	Eastbound	Westbound		
Manuever	Moving Forward	Turning Left		
Age/Sex	30 F	25 M		
Physical Cond	Apparently Normal	Has Been Drinking Alcohol		
Contributing Factor 1	No Clear Contributing Action	Failure to Yield Right-of-Way		

<p><b>OFFICER SKETCH</b></p>	<p><b>NARRATIVE</b></p> <p>UNIT 1 WAS EB ON CROSSTOWN BLVD NE WHEN UNIT 2 TURNED LEFT FROM WB CROSSTOWN BLVD NE TO THE FRONTAGE ROAD ENTRANCE THAT LEADS TO BALTIMORE ST NE. UNIT 1 HAD THE RIGHT OF WAY. DRIVER OF UNIT 2 WAS ARRESTED FOR 3RD DEGREE DWI.</p>
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## Crosstown Shopping Center

INCIDENT ID 00740380	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.534	ROUTE NAME CROSSTOWN BLVD NE	ROUTE ID 0400006594470018-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 08/14/19	TIME 17:00	DAY Wed	LAT 45.287361	LONG -93.230889	UTM X 481894.2	UTM Y 5014898.4	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Head On		CRASH SEVERITY N - Prop Damage Only		FIRST HARMFUL Motor Vehicle In Transport				LIGHT CONDITION Daylight		WEATHER PRIMARY Clear	

<b>Unit Type</b>	<b>Unit 1</b> Motor Vehicle in Transport	<b>Unit 2</b> Motor Vehicle in Transport	<b>Unit 3</b>	<b>Unit 4</b>
<b>Vehicle Type</b>	Passenger Car	Pickup		
<b>Direction of Travel</b>	Westbound	Eastbound		
<b>Maneuver</b>	Turning Left	Moving Forward		
<b>Age/Sex</b>	17 F	59 M		
<b>Physical Cond</b>	Apparently Normal	Apparently Normal		
<b>Contributing Factor 1</b>	Failure to Yield Right-of-Way	No Clear Contributing Action		

<b>OFFICER SKETCH</b> 	<b>NARRATIVE</b> UNIT 1 TURNED LEFT TOWARDS A FRONTAGE ROAD AND DID NOT SEE UNIT 2 EASTBOUND ON CROSSTOWN WHICH RESULTED IN A COLLISION.
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INCIDENT ID 10852463	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.537	ROUTE NAME Crosstown Blvd NE	ROUTE ID 0400006594470018-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 3	# KILL 0	DATE 06/16/13	TIME 16:59	DAY Sun	LAT 45.287350	LONG -93.230845	UTM X 481897.6	UTM Y 5014897.2	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Angle		CRASH SEVERITY B - Minor Injury		FIRST HARMFUL Motor Vehicle In Transport				LIGHT CONDITION Daylight		WEATHER PRIMARY Clear	

<b>Unit Type</b>	<b>Unit 1</b> Motor Vehicle in Transport	<b>Unit 2</b> Motor Vehicle in Transport	<b>Unit 3</b> 0	<b>Unit 4</b>
<b>Vehicle Type</b>	Passenger Car	Passenger Car	Passenger Car	
<b>Direction of Travel</b>	Westbound	Eastbound	Northbound	
<b>Maneuver</b>	Turning Left	Moving Forward		
<b>Age/Sex</b>	19 F	58 F		
<b>Physical Cond</b>	Apparently Normal	Apparently Normal	No Clear Contributing Action	
<b>Contributing Factor 1</b>	Failure to Yield Right-of-Way	No Clear Contributing Action		

<b>OFFICER SKETCH</b> 	<b>NARRATIVE</b> UNIT 1 WAS TRAVELING WEST ON CROSSTOWN IN THE LEFT TURN LANE TO TURN SOUTH ONTO CHISHOLM ST NE. UNIT 2 WAS TRAVELING WEST ON CROSSTOWN BLVD NE TO CONTINUE THROUGH THE INTERSECTION. UNIT 3 WAS FACING NORTH ON CHISHOLM NE WAITING FOR TRAFFIC TO CLEAR TO TURN LEFT ONTO CROSSTOWN BLVD NE. UNIT 1 DIDN'T YIELD FOR TRAFFIC AND ATTEMPTED TO GO THROUGH THE INTERSECTION AND WAS STRUCK ON THE PASSENGER SIDE BY UNIT 2. UNIT 1 WAS PUSHED INTO THE FRONT OF UNIT 3.
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## Crosstown Shopping Center

INCIDENT ID 10852683	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.537	ROUTE NAME CROSSTOWN BLVD NE	ROUTE ID 0400006594470018-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 07/02/13	TIME 11:25	DAY Tue	LAT 45.287350	LONG -93.230845	UTM X 481897.6	UTM Y 5014897.2	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Other		CRASH SEVERITY C - Possible Injury		FIRST HARMFUL Overturn/Rollover			LIGHT CONDITION Daylight		WEATHER PRIMARY Clear		

	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>	<b>Unit 4</b>
<b>Unit Type</b>	Motor Vehicle in Transport	0		
<b>Vehicle Type</b>	Motorcycle	Passenger Car		
<b>Direction of Travel</b>	Eastbound	Southbound		
<b>Manuever</b>	Moving Forward	PED FAIL YLD ROW		
<b>Age/Sex</b>	60 M	65 F		
<b>Physical Cond</b>	Apparently Normal	Apparently Normal		
<b>Contributing Factor 1</b>	No Clear Contributing Action	Failure to Yield Right-of-Way		

<b>OFFICER SKETCH</b> 	<b>NARRATIVE</b> UNIT 1 WAS TRAVELING EAST AND UNIT 2 PULLED OUT INFRONT OF UNIT 1. UNIT 1 AVOIDED UNIT 2 BUT LAID DOWN THE MOTORCYCLE.
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INCIDENT ID 10853900	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.537	ROUTE NAME CROSSTOWN BLVD NE	ROUTE ID 0400006594470018-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 09/06/13	TIME 16:46	DAY Fri	LAT 45.287350	LONG -93.230845	UTM X 481897.6	UTM Y 5014897.2	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Other		CRASH SEVERITY C - Possible Injury		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Daylight		WEATHER PRIMARY Clear		

	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>	<b>Unit 4</b>
<b>Unit Type</b>	Motor Vehicle in Transport	Motor Vehicle in Transport		
<b>Vehicle Type</b>	Motor Home/Camper/RV	VAN OR MINIVAN		
<b>Direction of Travel</b>	Westbound	Southbound		
<b>Manuever</b>	Moving Forward	Moving Forward		
<b>Age/Sex</b>	34 M	20 M		
<b>Physical Cond</b>	Apparently Normal	Apparently Normal		
<b>Contributing Factor 1</b>	No Clear Contributing Action	Failure to Yield Right-of-Way		

<b>OFFICER SKETCH</b> 	<b>NARRATIVE</b> DRIVER OF UNIT 1 FAILED TO YIELD TO UNIT 2. UNIT 1 ENTERED THE INTERSECTION IN FRONT OF UNIT 2. UNIT 2 THEN STRUCK UNIT 1.
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## Crosstown Shopping Center

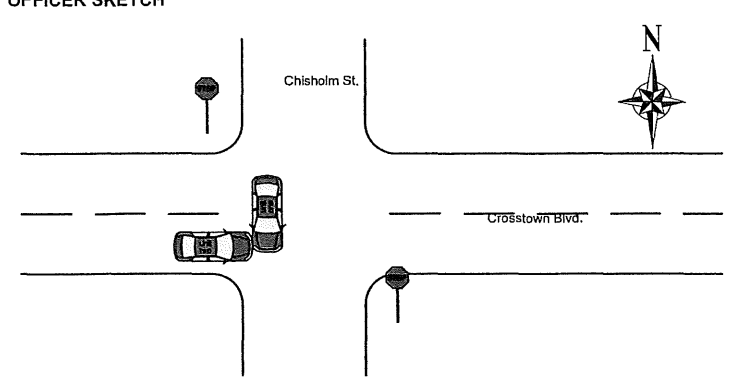
INCIDENT ID 10931666	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.537	ROUTE NAME Crosstown Blvd Ne	ROUTE ID 0400006594470018-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 01/25/14	TIME 17:30	DAY Sat	LAT 45.287350	LONG -93.230845	UTM X 481897.6	UTM Y 5014897.2	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Angle		CRASH SEVERITY N - Prop Damage Only		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Dark (Str Lights On)		WEATHER PRIMARY Snow		

<b>Unit Type</b>	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>	<b>Unit 4</b>
<b>Vehicle Type</b>	Motor Vehicle in Transport	0		
<b>Direction of Travel</b>	Passenger Car	Passenger Car		
<b>Manuever</b>	Eastbound	Northbound		
<b>Age/Sex</b>	Moving Forward	PED FAIL YLD ROW		
<b>Physical Cond</b>	45 M	28 M		
<b>Contributing Factor 1</b>	Apparently Normal	Apparently Normal		
	No Clear Contributing Action	Failure to Yield Right-of-Way		

<b>OFFICER SKETCH</b> NO OFFICER SKETCH WAS FOUND.	<b>NARRATIVE</b> DRIVER 2 PULLED OUT FROM STOP SIGN IN FRONT OF DRIVER 1 WHO HAD THE RIGHT OF WAY. DIAGRAM WAS INOPERABLE.
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INCIDENT ID 00801354	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.537	ROUTE NAME CROSSTOWN BLVD NE	ROUTE ID 0400006594470018-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 02/28/20	TIME 16:00	DAY Fri	LAT 45.287348	LONG -93.230835	UTM X 481898.4	UTM Y 5014896.9	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Other		CRASH SEVERITY N - Prop Damage Only		FIRST HARMFUL Other - Fixed Object			LIGHT CONDITION Sunset		WEATHER PRIMARY Clear		

<b>Unit Type</b>	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>	<b>Unit 4</b>
<b>Vehicle Type</b>	Motor Vehicle in Transport	Motor Vehicle in Transport		
<b>Direction of Travel</b>	Passenger Car	Passenger Car		
<b>Manuever</b>	Southbound	Eastbound		
<b>Age/Sex</b>	Moving Forward	Swerved or Attempt to Avoid		
<b>Physical Cond</b>	78 F	56 M		
<b>Contributing Factor 1</b>	Apparently Normal	Apparently Normal		
	Failure to Yield Right-of-Way	No Clear Contributing Action		

<b>OFFICER SKETCH</b> 	<b>NARRATIVE</b> UNIT ONE WAS TRAVELING EAST ON CHISHOLM ST. UNIT ONE STOPPED HALF WAY IN INTERSECTION TO ALLOW VEHICLE TO PASS NORTH ON CROSSTOWN BLVD. UNIT ONE CONTINUED THROUGH INTERSECTION NOT SEEING UNIT TWO TRAVELING BEHIND OTHER VEHICLE NORTH ON CROSSTOWN BLVD. UNIT TWO ATTEMPTED TO AVOID UNIT ONE BUT STRUCK UNIT ONE IN THE INTERSECTION.
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## Crosstown Shopping Center

INCIDENT ID 00903650	ROUTE SYS 04-CSAH	ROUTE NUM 0018	MEASURE 10.540	ROUTE NAME CROSSTOWN BLVD NE	ROUTE ID 0400006594470018-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 05/03/21	TIME 17:18	DAY Mon	LAT 45.287334	LONG -93.230781	UTM X 481902.7	UTM Y 5014895.4	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Left Turn		CRASH SEVERITY B - Minor Injury		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Daylight		WEATHER PRIMARY Clear		

<b>Unit Type</b>	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>	<b>Unit 4</b>
<b>Vehicle Type</b>	Motor Vehicle in Transport	Motor Vehicle in Transport		
<b>Direction of Travel</b>	Sport Utility Vehicle	Passenger Car		
<b>Maneuver</b>	Eastbound	Westbound		
<b>Age/Sex</b>	Turning Left	Moving Forward		
<b>Physical Cond</b>	40 F	17 F		
<b>Contributing Factor 1</b>	Apparently Normal	Apparently Normal		
	Failure to Yield Right-of-Way	No Clear Contributing Action		

<p><b>OFFICER SKETCH</b></p>	<p><b>NARRATIVE</b> UNIT 1 TURNED LEFT IN FRONT OF UNIT 2 CAUSING MAJOR DAMAGE TO BOTH VEHICLES AND MINOR INJURIES TO ALL PARTIES.</p>
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INCIDENT ID 01046463	ROUTE SYS 05-MSAS	ROUTE NUM 0119	MEASURE 0.716	ROUTE NAME CHISHOLM ST NE	ROUTE ID 0500023942730119-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 09/18/22	TIME 17:40	DAY Sun	LAT 45.287358	LONG -93.230837	UTM X 481897.7	UTM Y 5014899.0	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Angle		CRASH SEVERITY N - Prop Damage Only		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Daylight		WEATHER PRIMARY Clear		

<b>Unit Type</b>	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>	<b>Unit 4</b>
<b>Vehicle Type</b>	Motor Vehicle in Transport	Motor Vehicle in Transport		
<b>Direction of Travel</b>	Pickup	Sport Utility Vehicle		
<b>Maneuver</b>	Southbound	Southbound		
<b>Age/Sex</b>	Moving Forward	Moving Forward		
<b>Physical Cond</b>	81 F	31 M		
<b>Contributing Factor 1</b>	Apparently Normal	Apparently Normal		
	Failure to Yield Right-of-Way	No Clear Contributing Action		

<p><b>OFFICER SKETCH</b></p>	<p><b>NARRATIVE</b> UNIT 1 WAS SOUTHBOUND CHISHOLM ST NE CROSSING CROSSTOWN BLVD NE WHEN IT WAS STRUCK BY UNIT 2 WHICH WAS EASTBOUND CROSSTOWN BLVD NE. UNIT 2 WAS EASTBOUND CROSSTOWN WHEN UNIT 1 FAILED TO YIELD TO THE RIGHT OF WAY CAUSING THE CRASH.</p>
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## Crosstown Shopping Center

INCIDENT ID 00754893	ROUTE SYS 05-MSAS	ROUTE NUM 0119	MEASURE 0.725	ROUTE NAME CHISHOLM ST NE	ROUTE ID 0500023942730119-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 3	# KILL 0	DATE 10/11/19	TIME 17:42	DAY Fri	LAT 45.287498	LONG -93.230835	UTM X 481898.5	UTM Y 5014913.6	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Head On		CRASH SEVERITY A - Serious Injury		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Sunset		WEATHER PRIMARY Sleet, Hail (Freezing Ra		

<b>Unit Type</b>	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>	<b>Unit 4</b>
<b>Vehicle Type</b>	Motor Vehicle in Transport	Motor Vehicle in Transport	Motor Vehicle in Transport	
<b>Direction of Travel</b>	Sport Utility Vehicle	Passenger Car	Pickup	
<b>Manuever</b>	Eastbound	Westbound	Southbound	
<b>Age/Sex</b>	Turning Left	Moving Forward	Vehicle Stopped or Stalled in	
<b>Physical Cond</b>	45 F	59 M	40 M	
<b>Contributing Factor 1</b>	Apparently Normal	Apparently Normal	Apparently Normal	
	Other Contributing Action	No Clear Contributing Action	No Clear Contributing Action	

### OFFICER SKETCH



### NARRATIVE

VEH 1 WAS TRAVELING E/B CROSTOWN ATTEMPTING TO TURN N/B ONTO CHISHOLM ST. UNRELATED VEH WAS E/B ATTEMPTING TO TURN S/B ONTO FRONTAGE RD BLOCKING VEH 1 VIEW OF W/B TRAFFIC. VEH 1 PROCEEDED INTO TURN AND WAS STRUCK IN A HEAD ON FASHIN WITH VEH 2 WHICH WAS W/B. BOTH VEHICLES SPUN AND VEH 2 SPUN INTO VEH 3 WHICH WAS STOPPED AT THE STOP SIGN FOR S/B CHISHOLM WAITING TO TURN W/B CROSTOWN. PASSENGER IN VEH 2 WAS INJURED AND COMPLAINED OF NECK AND SHOULDER PAIN FROM THE SEAT BELT. VEH 1 AND 2 WERE TOWED FROM THE SCENE DUE TO DAMAGE. DRIVER IN VEH 3 WITNESSED THE ACTIONS AND IMPACT PRIOR TO HIS VEH BEING STRUCK BY VEH 3

INCIDENT ID 00812479	ROUTE SYS 05-MSAS	ROUTE NUM 0119	MEASURE 0.727	ROUTE NAME CHISHOLM ST NE	ROUTE ID 0500023942730119-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 4	# KILL 0	DATE 06/02/20	TIME 11:01	DAY Tue	LAT 45.287528	LONG -93.230833	UTM X 481898.6	UTM Y 5014917.0	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Angle		CRASH SEVERITY N - Prop Damage Only		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Daylight		WEATHER PRIMARY Clear		

<b>Unit Type</b>	<b>Unit 1</b>	<b>Unit 2</b>	<b>Unit 3</b>	<b>Unit 4</b>
<b>Vehicle Type</b>	Motor Vehicle in Transport	Motor Vehicle in Transport	Motor Vehicle in Transport	Motor Vehicle in Transport
<b>Direction of Travel</b>	Passenger Van (Seats Install)	Sport Utility Vehicle	Sport Utility Vehicle	Passenger Van (Seats Install)
<b>Manuever</b>	Northbound	Westbound	Southbound	Southbound
<b>Age/Sex</b>	Turning Left	Moving Forward	Vehicle Stopped or Stalled in	Vehicle Stopped or Stalled in
<b>Physical Cond</b>	57 M	53 F	56 F	62 F
<b>Contributing Factor 1</b>	Apparently Normal	Apparently Normal	Apparently Normal	Apparently Normal
	Failure to Yield Right-of-Way	No Clear Contributing Action	No Clear Contributing Action	No Clear Contributing Action

### OFFICER SKETCH



### NARRATIVE

UNIT #1 FAILED TO YIELD TO TRAFFIC WHILE MAKING A LEFT TURN AND PULLED OUT IN FRONT OF UNIT #2. AFTER THEY HIT, UNIT #1 HIT UNIT #3 HEAD ON CAUSING UNIT #3 TO PUSH BACK AND HIT UNIT #4 WHICH WAS STOPPED BEHIND UNIT #3.



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INCIDENT ID 00431934	ROUTE SYS 10-MUN	ROUTE NUM 0240	MEASURE 0.047	ROUTE NAME BALTIMORE ST	ROUTE ID 1000023942730240-I	COUNTY 2-Anoka	CITY Ham Lake				
INTERSECT WITH		# VEH 2	# KILL 0	DATE 03/28/17	TIME 07:44	DAY Tue	LAT 45.287698	LONG -93.232527	UTM X 481765.9	UTM Y 5014936.2	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Sideswipe Same Direction		CRASH SEVERITY A - Serious Injury		FIRST HARMFUL Motor Vehicle In Transport			LIGHT CONDITION Daylight		WEATHER PRIMARY Clear		

	Unit 1	Unit 2	Unit 3	Unit 4
<b>Unit Type</b>	Motor Vehicle in Transport	Motor Vehicle in Transport		
<b>Vehicle Type</b>	Medium / Heavy Trucks (Morr	Passenger Car		
<b>Direction of Travel</b>	Eastbound	Eastbound		
<b>Manuever</b>	Turning Right	Other		
<b>Age/Sex</b>	42 M	41 F		
<b>Physical Cond</b>	Apparently Normal	Unknown		
<b>Contributing Factor 1</b>	No Clear Contributing Action	Other Contributing Action		

**OFFICER SKETCH**



**NARRATIVE**

VEH#1 EASTBOUND CROSTOWN BLVD IN THE RIGHT TURN LANE TO GO SOUTHBOUND ON BALTIMORE ST. VEH#1 MAKING THE RIGHT TURN WHEN VEH#2 THAT WAS ALSO EASTBOUND CROSTOWN COLLIDED INTO THE RIGHT SIDE OF THE TRAILER.

Selection Filter:

WORK AREA: County('659447') - SPATIAL FILTER APPLIED

Analyst:

Notes:

David Krugler

Meeting Date: March 6, 2023

**CITY OF HAM LAKE**

**STAFF REPORT**

**To: Mayor and Councilmembers**

**From: Denise Webster, City Administrator**

**Item/Title/Subject: Approval of a Resolution requesting use of HRA funds to pay for the voluntary contribution to the economic development costs for the Voluntary Cost Sharing Agreement**

**Introduction/: Discussion:**

In 2019 the City Council approved the Memorandum of Understanding (MOU) and a Resolution entering into the Voluntary Cost Sharing Agreement with the Anoka County Housing and Redevelopment Authority.

The City can opt out or cancel this agreement by providing a 30 days' written notice to the County Administrator. City Staff feels that this is a great and beneficial partnership with the County.

Each year a Resolution needs to be adopted by the City Council requesting that HRA funds be used to pay for the voluntary contribution to the economic development costs.

**Recommendation:**

I recommend approving a Resolution requesting the use of HRA funds to pay for the voluntary contribution to the economic development costs for the Voluntary Cost Sharing Agreement.

**RESOLUTION NO. 23-XX**

**CITY OF HAM LAKE  
COUNTY OF ANOKA  
STATE OF MINNESOTA**

**RESOLUTION REQUESTING THE USE OF ANOKA COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY FUNDS FOR A PROJECT IN THE CITY OF  
HAM LAKE**

**WHEREAS**, Ham Lake is an Anoka County municipality, and participates in the Anoka County Housing and Redevelopment Authority program; and

**WHEREAS**, the City is in need of grant funding to assist with the Voluntary Cost Sharing Agreement for Anoka County Economic Development for 2023; and

**WHEREAS**; this project meets the requirements outlined in State Statute as a housing, redevelopment or economic development activity; and

**WHEREAS**; there are sufficient funds available through the Anoka County Housing and Redevelopment Authority.

**NOW THEREFORE BE IT RESOLVED** that the City of Ham Lake formally requests a grant in the amount of \$940.00 from the Anoka County Housing and Redevelopment Authority.

Adopted by the City Council of the City of Ham Lake this 6th day of March, 2023.

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Brian Kirkham, Mayor

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Denise Webster, City Clerk



# Anoka County MINNESOTA

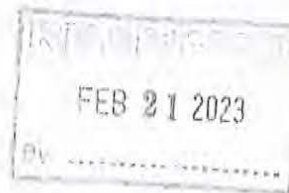
Respectful, Innovative, Fiscally Responsible

Customer/Division Code: ECON

Page 1 of 1

CITY OF HAM LAKE ATTN ANDREA WORCESTER 15544 CENTRAL AVE NE HAM LAKE, MN 55304	<b>Customer Invoice</b>		
	As of:	2/14/2023	Customer: 126842
	Amount Due:	\$940.00	Due By: 3/16/2023
	Questions?	Please Contact:	763-324-1700

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>	<u>Balance</u>
		Prior Balance as of 01/01/2023:	0.00
Invoice: EC021323M			
2/13/2023	2023 ECONOMIC DEV COST SHARE	\$940.00	
	Invoice: EC021323M Total:	\$940.00	\$940.00



Current	31 - 60 days	61 - 90 days	over 90 days	Total Due
\$940.00	\$0.00	\$0.00	\$0.00	\$940.00
<b>Amount Due By:</b>				<b>3/16/2023</b>

Customer: 126842      Balance: \$940.00      Due By: 3/16/2023      Payment Amount: \$ \_\_\_\_\_

Make Checks Payable To:

Anoka County Treasury Office  
2100 3rd Ave Suite 300  
Anoka, MN 55303-5029

You can pay your invoice online.  
Go to [www.AnokaCountyMN.gov/payments](http://www.AnokaCountyMN.gov/payments)  
or scan this QR Code with your smartphone.



RESOLUTION NO. 23-XX  
RESOLUTION APPROVING CONTRIBUTIONS

WHEREAS, the City of Ham Lake is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens, and

WHEREAS, the following persons and entities have offered to contribute the cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Ham Lake Chamber of Commerce <i>(Freedom Festival)</i>	\$5,000.00

WHEREAS, all such sums have been contributed to assist the City in the establishment and operation of programs within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, Minnesota, as follows:

1. The contributions described above are hereby accepted by the City of Ham Lake and shall be used to establish and operate programs within the City's corporate limits either alone or in cooperation with others, as allowed by law.
2. That the City Clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Ham Lake this 6th day of March, 2023.

\_\_\_\_\_  
Brian Kirkham, Mayor

\_\_\_\_\_  
Denise Webster, City Clerk

# LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

## ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: <u>Ham Lake Chamber of Commerce</u>	License Number: <u>02948</u>
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Address: <u>16544 Central Ave NE</u>	City/State/Zip: <u>Ham Lake, MN 55304</u>
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1. Amount of proposed lawful purpose expenditure: \$ 5000.00
2. Check one expenditure category:
- A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
  - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
  - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
  - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
  - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

Used for Freedom Festival

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: [www.pca.state.mn.us](http://www.pca.state.mn.us)

Chief Executive Officer's Signature: <u>[Signature]</u>	Date: <u>2-23-23</u>
Print Name: <u>Tim Sophie</u>	Daytime Phone: <u>763-707-3034</u>

## GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$ 5000.00. Government use of contribution (check one):

- Wildlife**—DNR approves the wildlife management project or activity.
- Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
- Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
- Water quality testing**—MPCA approves the surface water quality testing project.
- Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: <u>City of Ham Lake</u>	Phone: <u>763-434-9555</u>
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Address: <u>15544 Central Ave NE</u>	City/State/Zip: <u>Ham Lake MN 55304</u>
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By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.


Signature: <u>[Signature]</u>	Date: <u>2/28/23</u>
Print Name: <u>Nicole Wheeler</u>	Title: <u>Admin Assistant</u>

**Questions?** Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

R# 95440 2/28/23



## Memorandum

Date: March 3, 2023  
To: Mayor and Councilmembers  
From: David A. Krugler, City Engineer   
Subject: Crosstown Business Park funding

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**Introduction:**

Ham Lake's representative Congressman Emmer has requested projects for potential funding for the FY 2024 Community Project Funding appropriations legislation for within his district.

**Discussion:**

The improvements to the Crosstown Business Park are planned to begin July 2023. The improvement would extend Baltimore Street from 171<sup>st</sup> Avenue to 173<sup>rd</sup> Lane, 173<sup>rd</sup> Lane from Baltimore Street to Chisholm Street and Chisholm Street from 173<sup>rd</sup> Lane to 330 feet south of Crosstown Boulevard. The City already has received grants from MnDOT with the Local Participation Program and from the Housing and Redevelopment Act.

The FY 2024 Community Project Funding grant application will include the attached aerial photo layout. The pond locations are not finalized and will be determined after grant funding is submitted and design is completed. Congressman Emmer is able to submit up to 15 projects from his district. The maximum amount for any one project is \$10 million. FY24 operates from October 2023 to October 2024. It was discussed with an Emmer aid that there is no restriction with regards to the multiple funding that already in place. This actually aids our request as they look favorably on projects that have already secured grant money as being a worthy project. If successful in obtaining Community Project Funding grant funds, notification is anticipated in summer of 2023 and may receive money as early as December of 2023 or as late as March of 2024. The only restriction on the funding is that it is spent within one-year after paperwork is finalized, there is no restriction that this project cannot start prior to the December date. It is proposed to request funding from the Community Project Funding in the amount of \$1.8 million and the remainder supplied from the MnDOT Local Partnership Program and Housing and Redevelopment Authority.

Part of the submittal is providing a resolution of support in applying for the grant funds for the Crosstown Business Park improvements. The FY 2024 Community Project Funding application deadline is March 10<sup>th</sup>. It is also recommended that the Mayor write a letter of recommendation for the project.

**Recommendation:**

It is recommended that the Council adopt the support resolution.

**RESOLUTION NO. 23-XX**

**CITY OF HAM LAKE MINNESOTA**

**REQUEST FEDERAL FUNDING FOR CROSTOWN BUSINESS PARK**

**WHEREAS**, Minnesota Trunk Highway 65 is a principal arterial route that provides an important north-south transportation connection in Anoka County, and,

**WHEREAS**, traffic volumes on Minnesota Trunk Highway 65 have been increasing over the past decade and are expected to continue to increase in the future as the cities in and around the roadway continue to grow, and,

**WHEREAS**, existing and future traffic volumes are such that safety is a concern at intersections and along some segments of the corridor, and,

**WHEREAS**, existing and future traffic volumes are such that congestion is and will continue to negatively impact the ability of the corridor to move traffic, and

**WHEREAS**, the Minnesota Department of Transportation has identified this corridor as needing safety and capacity improvements, and,

**WHEREAS**, the Minnesota Department of Transportation and the City of Ham Lake have worked together in the past to make capacity and safety improvements to other segments of Trunk Highway 65 to serve long-term growth and development along the corridor, and,

**WHEREAS**, The City of Ham Lake has already received funding for the Crosstown Business Park also known as the Trunk Highway 65 East Frontage Road north of 171<sup>st</sup> Avenue, and,

**WHEREAS**, The City of Ham Lake as also received funding from the Housing and Redevelopment Act

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAM LAKE, MINNESOTA:**

Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.

That the City of Ham Lake supports preparing and submitting an application for Crosstown Business Park to the FY 2024 Community Project Funding

Adopted by unanimous vote of the Ham Lake City Council this 6th day of March, 2023.

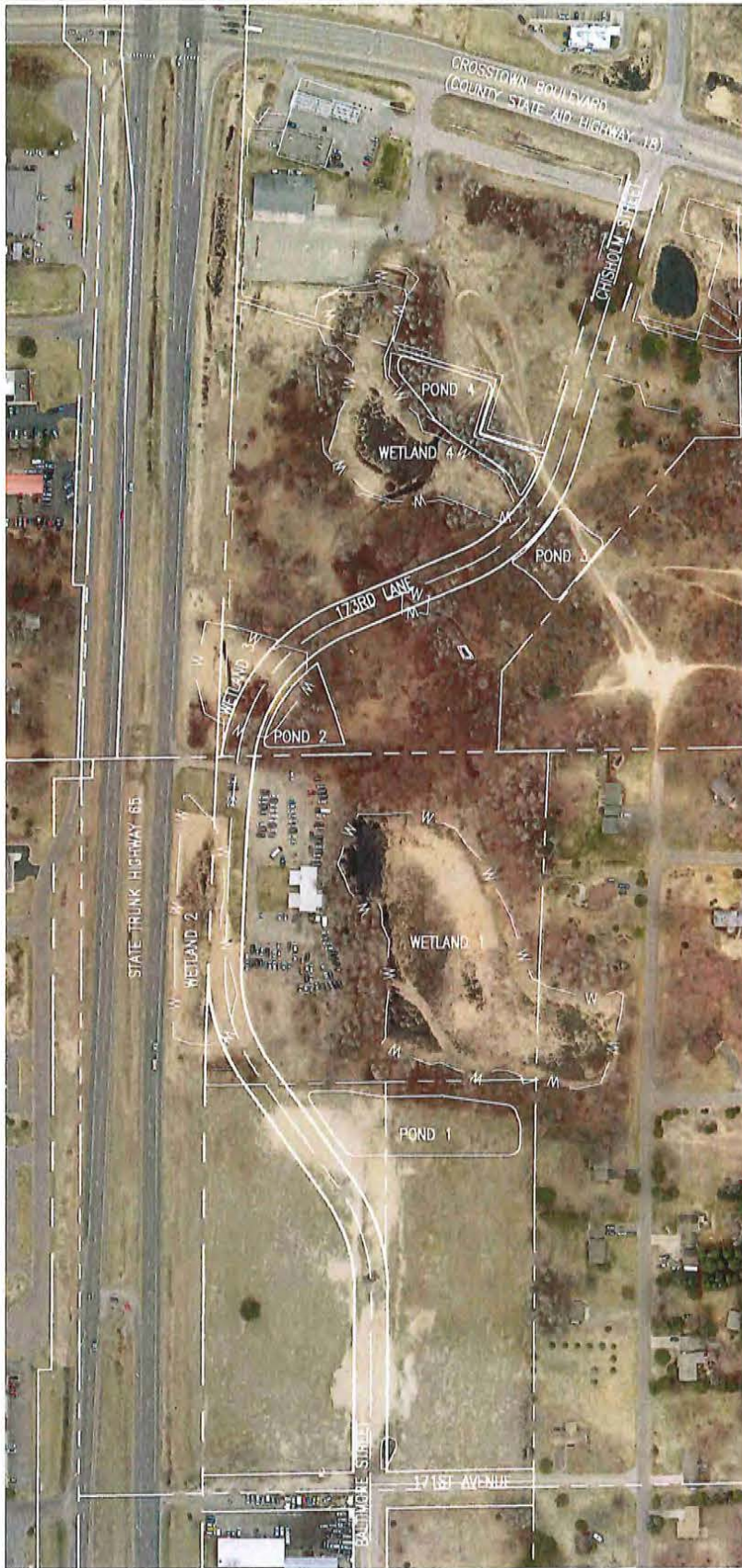
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Brian Kirkham, Mayor

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Denise Webster, City Clerk

Drawing name: P:\2111\EP\211155a.DWG | CP Flooding



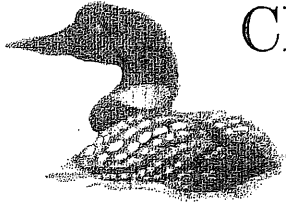
Description  
PROPOSED ROAD WITH PONDS

Drawn LDZ	Date 3/03/23	Project No. 2111	Sheet No. 1
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Project  
CROSSTOWN BUSINESS PARK  
EAST FRONTAGE ROAD NORTH OF 171ST AVENUE

13635 Johnson Street  
Ham Lake, MN 55304  
Voice: 763.862.8000  
Fax: 763.862.8042





# CITY OF HAM LAKE

15544 Central Avenue NE  
Ham Lake, Minnesota 55304  
(763) 434-9555  
Fax: (763) 434-9599

March 6, 2023

The Honorable Tom Emmer  
United States House of Representatives  
315 Cannon House Office Building  
Washington, DC 20515

Re: Crosstown Business Park – FY 2024 Community Project Funding

Dear Representative Emmer:

The City of Ham Lake requests your support for our request for \$1.8 million in Community Project Funding for the Crosstown Business Park located along Trunk Highway 65 North of 171<sup>st</sup> Avenue. This project will add a frontage connection and expand business TH 65 that will improve local traffic circulation and bicycle/pedestrian access and safety across and along the corridor.

The community's vision for the TH 65 corridor is one of improved vehicle mobility, greater safety, and access. The current TH65 corridor configuration creates a significant barrier within our community, dividing our residents living on the east side from the goods, services, and employment on the east side. It has been a constant impediment for public safety such as Police, Fire, and Ambulance services to quickly respond as needed through our community. The project, which will combine federal, state, and local funds, will address these issues and significantly improve the lives of the citizens of Ham Lake as well as our visitors.

We would greatly appreciate your support for our Community Project Funding request, and we thank you for all of your hard work and dedication on our behalf in Washington.

Sincerely,

Brian Kirkham,  
Mayor City of Ham Lake, MN

**LG230 Application to Conduct Off-Site Gambling**

**No Fee**

**ORGANIZATION INFORMATION**

Organization Name: Ham Lake Chamber of Commerce License Number: 02948

Address: 15544 Central Ave. NE City: Ham Lake, MN Zip: 55304

Chief Executive Officer (CEO) Name: Tim Sofie Daytime Phone: 763-767-3034

Gambling Manager Name: Carric Folstrom Daytime Phone: 612-394-9763

**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 7/1/23 to 7/1

Check the type of games that will be conducted:

- Raffle
  Pull-Tabs
  Bingo
  Tipboards
  Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: Ham Lake Lions Park

Street address and City (or township): 1220 ~~1204~~ 157<sup>th</sup> Ave. NE, Ham Lake, MN. Zip: 55304 County: Anoka

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

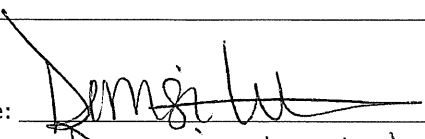
- Yes** If yes, a lease is not required.
   
 **No** If no, the lease agreement below must be completed, and signed by the lessor.

**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature:  Date: 2/6/2023

Print Lessor's Name: Denise Webster, City Administrator



**Meeting Date: March 6, 2023**

**CITY OF HAM LAKE**  
*STAFF REPORT*

**To: Mayor and Councilmembers**

**From: John Witkowski, Public Works Superintendent**

**Subject: Hiring Public Works On-Call Snowplow Operator**

**Introduction:** I am recommending the hiring of Dave Fielder for the Public Works part-time on-call snowplow operator. Dave worked last season as a snowplow driver.

**Recommendation:** I recommend hiring Dave Fielder for the Public Works part-time on-call snowplow operator position at a pay rate of \$21.70/per hour with an effective date of February 22, 2023.

Meeting Date: March 7, 2022



**CITY OF HAM LAKE**

***STAFF REPORT***

**To:** Mayor and Councilmembers

**From:** City Administrator Webster, Councilmember Kirkeide and Engineer Collins

**Subject:** Discussion of Sunrise River and Upper Rum River Watershed Management Organizations Budgets and consideration of levying for the Watersheds

**Introduction/Discussion:**

Myself, Councilmember Kirkeide and Engineer Collins met with the City of Columbus Councilmember Janet Hegland and Jamie Schurbon, Watershed Projects Manager with Anoka Conservation District to discuss the current budgeting formula for the Sunrise River Watershed Management Organization.

Councilmember Hegland stated that the City of Columbus has had the same concerns as the City of Ham Lake regarding the funding formula, as the City of Columbus is also part of three Watersheds, Coon Creek Watershed District, Rice Creek Watershed District and Sunrise River Watershed Management Organization.

Councilmember Hegland shared that the City of Columbus decided to levy for the properties that are located within the Sunrise River Watershed Management Organization, just as the Coon Creek Watershed District does. Because of levying for the Watershed, the budget is paid through the levy and not through the City's General Fund.

There was also discussion of the need to update the Joint Powers Agreement (JPA). The cost for each cities portion to update the JPA would be no more than \$2,000.

**Recommendation:**

**The City Council needs to consider if they would like to levy for both the Sunrise River and Upper Rum River Watershed Management Organizations and pay for their portion of the update of the JPA's not to exceed \$2,000.**



## Memorandum

Date: March 2, 2023  
To: Mayor and Councilmembers  
From: Tom Collins, City Engineer *TPC*  
Subject: Sunrise River Watershed Management Organization

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### **Introduction:**

The Sunrise River Watershed Management Organization (SRWMO) has four member communities of Columbus, East Bethel, Ham Lake and Linwood Township. The Joint Powers Agreement (JPA), that was last revised August 2011, is proposed to be updated. The JPA stipulates that operating (administrative) costs are paid equally at 25% per community and non-operating costs are paid by the percentage of each community based on a 50/50 formula between land area and market value. The City of Ham Lake has requested that the operating costs be based on the non-operating costs formula for several years.

### **Discussion:**

City Administrator Denise Webster and I attended a facilitated communities meeting on October 4, 2022 and Zoom meetings on October 19 and December 1 of 2022 to discuss proposed revisions to the JPA. Updates to the JPA have not been completed. Two issues are unresolved such that the JPA cannot be updated. The first issue is whether to revise the current requirement that ratification of the annual budget is required by all member communities to only requiring a majority of the community members. The second issue is the member community contribution for operating costs.

### Ratification of the Annual Budget

An amendment to the JPA to only require a majority of community membership approval for budgets was been discussed at the facilitated communities meeting and the zoom meetings. The member communities were told that the City of Ham Lake would not approve a revision to requiring unanimous ratification of annual budgets. It is not clear where the proposed amendment is with the member communities. Per page 4 of the attached December 6, 2022 facilitated communities meeting, that was not attended by Ham Lake representation, Columbus and Linwood Township are in favor of the revision. East Bethel indicated at that meeting that their Council had expressed a preference for unanimous ratification, but that they may be willing to reconsider. Administrator Webster's notification that there would not be City of Ham Lake representation at the December 6, 2022 meeting is attached.

### Operating Costs

Administrator Webster and I have informed the member communities and the facilitated communities meeting and the zoom meetings that Ham Lake is requesting that operating costs be revised from being paid equally at 25% per community based on land area and market value to the same percentage as non-operating costs. Several funding formulas were reviewed, which all included a subset for operating costs to be equal 25% per member community, based on same percentage as non-operating costs or to have a minimal contribution. The funding alternatives that

were discussed at the December 1, 2022 zoom meeting are attached and there is additional information on the funding contribution alternatives in my attached November 3, 2022 memo to the City Council.

The two funding alternatives that were ultimately proposed were Scenario #1 (based on the areas of land, both public and private, and market value as per current JPA) and Scenario #4 (based on the areas private land and lakes/rivers). The non-operating cost percentage for Ham Lake increases from 4.12% with Scenario #1 to 6.97% for Scenario #4, which is a 69% increase. The non-operating costs for the other three member communities is reduced. Scenario #1A revised the operating cost percentage to be the same 4.12% as the non-operating costs and Scenario #4A revised to the same 6.97%.

Based on the current JPA, the City of Ham Lake total contribution for the 2024 budget is \$4,400.92. The Ham Lake contribution would be \$1,801.77 with the requested Scenario #1A alternative, \$5,290.91 with Scenario #4 and \$3,045.91 with Scenario #4A. The B alternatives that included a minimum contribution were ultimately rejected by the member communities. It was conveyed to the member communities that Ham Lake would pursue withdrawal from the WMO if Scenario #1A was not the approved alternative or there was the possibility of Council approval of Scenario #4A because it was a compromise between current JPA funding and the requested Scenario #1A funding.

Funding Scenarios #1 and #1A were no longer considered an alternative based on discussion at the December 1, 2022 zoom meeting. The different Scenario #4 funding alternatives were discussed at the December 6, 2022 facilitated communities meeting. Prior to the meeting, Administrator Webster notified the member communities that Ham Lake would not be attending and that facilitated meeting because the Council would not consider a funding alternative that considered a minimum contribution. That email is attached. At the facilitated meeting, the City of Columbus indicated that their preferred alternative was Scenario #4A, which was the potential compromise funding alternative that would have been presented to the City Council. Administrator Webster's email stated that there is no further discussion regarding the funding formulas that the City of Ham Lake will entertain other than Scenario #4A. The City of East Bethel and Township of Linwood were in favor of Scenario #4 and opposed to Scenario #4A, so two member communities were in favor and two against. Apparently the City of Columbus agreed with the other two member communities as the "group decision" at the meeting was funding Scenario #4.

#### Withdrawal options

A meeting was held with all member communities of both the Sunrise River Watershed Management Organization, the Upper Rum River Watershed Management Organization, the Coon Creek Watershed District (CCWD), the Board of Water and Soil Resources (BWSR) and Anoka County yesterday. Per BWSR, the options for the City of Ham Lake to withdraw from the WMOs are:

- Create a watershed management district over the small portions of Ham Lake with the WMOs
- Expand the jurisdictional boundary of the CCWD
- Anoka County taking over responsibilities for the portions of Ham Lake in the WMOs

The creation of a watershed district is not a cost-effective alternative due to the laws and regulations that govern. The CCWD indicated at the meeting that they would not be in favor of expanding their boundaries to contain all of the City of Ham Lake and Anoka County is opposed to taking over

responsibilities. If Anoka County took over responsibilities, then the JPA for the WMOs would need to be updated to replace the City of Ham Lake with Anoka County.

Finance Director Murff did some research creating a taxing district for the properties within the WMOs. Murff determined that the WMO fees can be separated from the General Levy, which would increase taxes for those in the WMOs. The tax statement would not show the WMOs as being taxed separately, and would be lumped in under the City line on tax statements.

**Recommendations:**

It is recommended that it be conveyed to the SRWMO member communities that the City of Ham Lake is opposed to revising the JPA such that unanimous adoption is not required of budgets and to request that the member communities consider funding Scenario #4A as preferred by Ham Lake and Columbus.

**VARIATION 1B - Operating and non-operating not differentiated, and \$1,300 minimum contribution**

Community	Minimum Contribution		All Expenses after Min Contribution		Total
	%	Average SRWMO budget (last 5 yrs)	%	Average SRWMO budget (last 5 yrs)	
Columbus	NA	\$1,300.00	18.86%	\$7,267.60	\$8,567.60
East Bethel	NA	\$1,300.00	30.01%	\$11,562.25	\$12,862.25
Ham Lake	NA	\$1,300.00	4.12%	\$1,587.52	\$2,887.52
Linwood	NA	\$1,300.00	47.01%	\$18,113.07	\$19,413.07

**SCENARIO 4 - Private lands, lakes and rivers**

Community	Non-Operating		Operating		Total
	%	Average SRWMO budget (last 5 yrs)	%	Average SRWMO budget (last 5 yrs)	
Columbus	17.94%	\$5,613.54	25%	\$3,112.04	\$8,725.58
East Bethel	29.13%	\$9,111.51	25%	\$3,112.04	\$12,223.55
Ham Lake	6.97%	\$2,178.87	25%	\$3,112.04	\$5,290.91
Linwood	45.96%	\$14,378.37	25%	\$3,112.04	\$17,490.41

**VARIATION 4A - Operating and non-operating not differentiated.**

Community	All Expenses		Total
	%	Average SRWMO budget (last 5 yrs)	
Columbus	17.94%	\$7,847.34	\$7,847.34
East Bethel	29.13%	\$12,737.25	\$12,737.25
Ham Lake	6.97%	\$3,045.91	\$3,045.91
Linwood	45.96%	\$20,099.95	\$20,099.95

**VARIATION 4B - Operating and non-operating not differentiated, and \$1,300 minimum contribution**

\$1,300 min contribution approx covers orange and yellow admin items on following page. Orange: annual reports to State, advertise bids for pro services, member community local water plans review/approve. Yellow: insurance & recording secretary.

Community	Minimum Contribution		All Expenses after Min Contribution		Total
	%	Minimum Contribution*	%	Average SRWMO budget (last 5 yrs)	
Columbus	NA	\$1,300.00	17.94%	\$6,914.21	\$8,214.21
East Bethel	NA	\$1,300.00	29.13%	\$11,222.66	\$12,522.66
Ham Lake	NA	\$1,300.00	6.97%	\$2,683.72	\$3,983.72
Linwood	NA	\$1,300.00	45.96%	\$17,709.86	\$19,009.86

**VARIATION 4C - Operating and non-operating not differentiated, and \$2,233 minimum contribution**

\$2,233 min contribution approx covers orange, yellow and half of green admin items on following page. Orange: annual reports to State, advertise bids for pro services, community local water plans review/approve. Yellow: insurance & recording secretary. Green: admin staff.

Community	Minimum Contribution		All Expenses after Min Contribution		Total
	%	Minimum Contribution*	%	Average SRWMO budget (last 5 yrs)	
Columbus	NA	\$2,233.00	17.94%	\$6,244.51	\$8,477.51
East Bethel	NA	\$2,233.00	29.13%	\$10,135.65	\$12,368.65
Ham Lake	NA	\$2,233.00	6.97%	\$2,423.78	\$4,656.78
Linwood	NA	\$2,233.00	45.96%	\$15,994.51	\$18,227.51



# Sunrise River Watershed Management Organization

## Member Community Contributions (12/1/2022 UPDATE)

**SCENARIO EXPORATION:** This spreadsheet compares funding contributions from each community under the current SRWMO joint powers agreement and scenarios requested.

**IMPORTANT NOTE:** Land areas and market valuations used are as of **Oct 2022** for all scenarios below. Therefore the scenario 1 percents for each community will not exactly match what you see in most recent SRWMO budgets.

This method allowed the greatest comparability amongst scenarios. Market valuations vary annually and the SRWMO updates community contributions with the latest market valuations every five years (last done in 2019). The SRWMO boundary was changed in 2021.

**OPTIONS CONSIDERED BY MEMBER COMMUNITY REPS AND REMOVED:** Option 2: 50% weight on each private lands & public waters.  
Option 3: 33% weight on each private lands, public waters, & market valuation.

Summary of Scenarios					
Factor	SCENARIO 1 - Current SRWMO formula	SCENARIO 4 - Private lands, lakes & rivers (a subset of public waters where projects are most likely).	VARIATION A: All expenses split by formula (operating expenses not split equally).	VARIATION B: \$1,300 Minimum contribution	VARIATION C: \$2,233 Minimum contribution
Land area	50%		Operating and non-operating expenses are not differentiated. All costs split by calculated percentage.	Operating and non-operating expenses are not differentiated. Min contribution from each city req'd, then remaining costs split by calculated percentage.	Operating and non-operating expenses are not differentiated. Min contribution from each city req'd, then remaining costs split by calculated percentage.
Market value	50%				
Private land area		50%			
Public water area					
Lakes and rivers		50%			

### COMMUNITY PREFERENCES as of 12/1/2022

	Scenario 1	Variation 1A	Variation 1B	Scenario 4	Variation 4A	Variation 4B	Variation 4C
Columbus	Opposed	Opposed	Dropped from consideration	Dropped from consideration	Favored option	Could live with it	To discuss - Likely OK
East Bethel	Support				Will discuss – unlikely to support	Support	To discuss
Ham Lake		Favored option			Will discuss	Will discuss	To discuss
Linwood	Favored Option				Strongly opposed	Only if minimum contribution is equivalent to current operating expense items (which is option 4)	To discuss – concerned that not all admin costs are shared equally in this scenario

### SCENARIO 1 - Current SRWMO formula

Community	Non-Operating		Operating		Total
	%	Average SRWMO budget (last 5 yrs)	%	Average SRWMO budget (last 5 yrs)	
Columbus	18.86%	\$5,900.46	25%	\$3,112.04	\$9,012.49
East Bethel	30.01%	\$9,387.22	25%	\$3,112.04	\$12,499.26
Ham Lake	4.12%	\$1,288.89	25%	\$3,112.04	\$4,400.92
Linwood	47.01%	\$14,705.73	25%	\$3,112.04	\$17,817.77

### VARIATION 1A - Operating and non-operating not differentiated.

Community	All Expenses		Total
	%	Average SRWMO budget (last 5 yrs)	
Columbus	18.86%	\$8,248.42	\$8,248.42
East Bethel	30.01%	\$13,122.68	\$13,122.68
Ham Lake	4.12%	\$1,801.77	\$1,801.77
Linwood	47.01%	\$20,557.57	\$20,557.57

## Tom Collins

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**From:** Denise Webster <DWebster@ci.ham-lake.mn.us>  
**Sent:** Tuesday, December 6, 2022 3:48 PM  
**To:** 'jamie.schurbon@anokaswcd.org'  
**Cc:** Tom Collins  
**Subject:** RE: SRWMO JPA

Jamie,

Last night the City Council was not willing to consider anything that has a minimum contribution, which means they would not consider 4B or 4C. There may be a possibility of considering option 4A.

If not 4A, staff has been directed to pursue alternatives for withdrawing from the WMO's.

Considering there is no further discussion regarding funding formulas that the city will entertain except 4A, Tom and myself will not be at tonight's meeting.

Feel free to update us with the discussion regarding funding formula 4A.

Thanks,

Denise Webster, City Administrator

City of Ham Lake

15544 Central Avenue NE

Ham Lake, MN 55304

[dwebster@ci.ham-lake.mn.us](mailto:dwebster@ci.ham-lake.mn.us)

(763) 235-1680 - Direct

(763) 434-9555 - City Hall

City Hall Hours:

Monday-Thursday: 7:00 a.m. to 4:30 p.m.

Friday: 7:00 a.m. to 11 a.m.



**From:** jamie.schurbon@anokaswcd.org <jamie.schurbon@anokaswcd.org>

**Sent:** Monday, December 5, 2022 2:44 PM

**To:** Tom Collins <TCollins@rfcengineering.com>; Denise Webster <DWebster@ci.ham-lake.mn.us>; 'Janet Hegland' <counciljaneth@ci.columbus.mn.us>; Jack Davis <jack.davis@ci.east-bethel.mn.us>; Elizabeth Mursko <cityadministrator@ci.columbus.mn.us>; Linwood Township, Pam Olson <pam.olson@linwoodtownship.org>; Tim Harrington <tim.harrington@ci.east-bethel.mn.us>; Millerbernd Bob <bob.millerbernd@linwoodtownship.org>; Gary Kirkeide <GKirkeide@ci.ham-lake.mn.us>

**Subject:** RE: SRWMO JPA

**Caution:** This email originated outside our organization; please use caution.

11.2 Update of the Sunrise Watershed Management Organization (SRWMO) budget funding formulas  
Engineer Collins stated that he and Administrator Webster met with member communities of East Bethel, Columbus and Linwood Township to discuss the funding formula in the Joint Powers Agreement (JPA) and the 2024 budget for the SRWMO (Sunrise River Water Management Organization). Engineer Collins stated that the current funding formula is having member communities pay 25% each for operating expenses and a 50/50 ratio of land area and market value for non-operating expenses. Engineer Collins stated that the 50/50 ratio is 4.12% and that Ham Lake had requested that the operating expenses be revised to that percentage. Engineer Collins states that member communities are proposing a revision to the 50/50 ratio, based on private land area and public water area. Engineer Collins stated that the revision would result in the non-operating expenses increasing from 4.13% to 6.97%, which is a 69% increase. Engineer Collins stated that the member communities have discussed different non-operating funding formulas, with the member communities paying 25% each for revised operating expenses based on the revised 50/50 ratio, with the operating expenses being the same percentage as non-operating expenses, as requested by Ham Lake, or two funding alternatives that include a minimum contribution to the non-operating expenses. Engineer Collins stated that Ham Lake's expense based on the current funding formula is \$4,400.92, and the requested expense based on the 4.13% ratio would be \$1,801.77. Engineer Collins stated that Ham Lake's expenses based on the different proposed funding formulas would be \$5,290.91, \$3,045.91, \$3,983.72 and \$4,656.70 respectively. Engineer Collins stated that he told the member communities that his sense was that the Ham Lake City Council would not approve a funding formula that included a minimum contribution for non-operating expenses. **It was the consensus of the City Council to direct Engineer Collins to pursue withdrawal from the Sunrise Watershed Management Organization (SRWMO) and to explore alternatives for management of those portions of the City within the SRWMO and the Upper Rum River Watershed Management Organization (URRWMO).**

11.3 Announcements and future agenda items

Councilmember Wilken stated that the Fire Department did an awesome job and collected 8,186 pounds of food and \$7,074.24 in cash donations during the Santa ride on December 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> while riding through the neighborhoods with Santa on the truck. The City Council thanked the Fire Department, volunteers and generous people who donated or participated in the Santa ride.

**Mayor Kirkham called a recess at 7:02 p.m. in order to conduct a closed meeting.**

**CLOSED MEETING** - Pursuant to Minn. Stat. §13D.05, Subd. 3(c)(3) to discuss the purchase of real property identified as PIN #08-32-23-12-0021 (during a recess of the regularly scheduled City Council meeting)

**Mayor Kirkham called the closed meeting to order at 7:05 p.m. The closed meeting was adjourned at 7:17 p.m.**

**Mayor Kirkham reconvened the regular meeting at 7:19 p.m. Motion by Kirkeide, seconded by Wilken, to adjourn the meeting at 7:19 p.m. All in favor, motion carried.**

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Dawnette Shimek  
Deputy City Clerk

## Sunrise River WMO Joint Powers Agreement Facilitated communities' meeting

December 6, 2022  
Columbus City Hall

### Attendance:

- |                                     |                  |                                |
|-------------------------------------|------------------|--------------------------------|
| <input checked="" type="checkbox"/> | Jamie Schurbon   | (SRWMO Admin)                  |
| <input checked="" type="checkbox"/> | Janet Hegland    | (Columbus City Councilmember)  |
| <input checked="" type="checkbox"/> | Elizabeth Mursko | (Columbus Administrator)       |
| <input checked="" type="checkbox"/> | Bob Millerbernd  | (Linwood Town Supervisor)      |
| <input checked="" type="checkbox"/> | Pam Olson        | (Linwood Clerk)                |
| <input type="checkbox"/>            | Tim Harrington   | (East Bethel Councilmember)    |
| <input checked="" type="checkbox"/> | Jack Davis       | (East Bethel Administrator)    |
| <input type="checkbox"/>            | Denise Webster   | (Ham Lake Administrator)       |
| <input type="checkbox"/>            | Tom Collins      | (Ham Lake Consulting Engineer) |
| <input type="checkbox"/>            | Gary Kirkeide    | (Ham Lake Councilmember)       |
| <input checked="" type="checkbox"/> | Troy Gilchrist   | (JPA attorney)                 |

Meeting began at 5:30pm

### City of Ham Lake Position

- Schurbon informed the group that at 3:48pm today he received an email from Ham Lake City Administrator Denise Webster, and read that email aloud. It included that their city council is "not willing to consider anything that has minimum contribution" in the funding formula. "There may be a possibility of considering option 4A. If not 4A, staff has been directed to pursue alternatives for withdrawing from the WMO's. Considering there is no further discussion regarding funding formulas that the city will entertain except 4A, Tom and myself will not be at tonight's meeting."

### Funding Formulas

- Scenario 4A - Schurbon asked for the group's level of support for scenario 4A.
  - East Bethel, Davis – Opposed to 4A.
  - Linwood, Olson - Opposed to 4A. And also opposed to 4B and 4C. Ok with straight option 4.
  - Columbus, Hegland – Favorite option of the city was 4A. Willing to entertain other options.
  - **Group decision** – There is not enough support, or too much opposition, to scenario 4A to move it forward. There is discussion in support of a straight option 4 (additional discussion later in the meeting).
- Scenario 1's vs 4's
  - East Bethel, Davis – Ok with the current scenario 1 funding option. Believes the scenario 4 series may be most fair because it is based on private lands and water area and excludes market valuations. Water area is related to the likelihood of projects in a community.
  - Linwood, Olson - Another reason scenario 4 series option might be favored is that private lands and public water area fluctuate little and infrequently, offering less financial fluctuation. In scenario 1 options, market values are regularly changing.
  - Discussion moved away from the funding formulas (and resumed later, see below) toward the implications of Ham Lake exploring an exit from the SRWMO.

### Implications of Ham Lake Exploring an Exit from the SRWMO



- Columbus, Hegland – 2024 budgeting starts in January 2023 and typically concludes in May. Unless Ham Lake promptly explores options and takes an action, it will be unclear how many cities are included in the budgeting. If the current JPA is still in effect, Ham Lake’s ratification of that budget may be needed.
- Columbus, Hegland – Asked Gilchrist to review options for restructuring the JPA to create a three-community SRWMO.
  - Gilchrist – Asked for clarification regarding how Ham Lake’s involvement in the budget ratification process could be problematic? Hegland explained that in the current JPA all four communities must ratify the budget, and there have been several past instances where Ham Lake has either failed to respond to budget ratification requests or has not ratified due to funding formula objections.
  - Gilchrist – The current JPA provides two options: (1) Ham Lake could approve a resolution to exit and after a 60-day period that exit would be effective. The remaining three communities could amend the current JPA. (2) Three communities could approve resolutions to dissolve the JPA, with the same 60-day period. Then, a new JPA would need to be developed and executed by the three participating communities. Gilchrist suggested that Ham Lake be informed of the outcomes of this meeting, then given a deadline by which to indicate their anticipated next actions such as withdrawing from the SRWMO. If the other three communities were to act to dissolve the JPA it could be perceived as forcing Ham Lake out, which does not appear to be the intent of the group.
  - Gilchrist – Advised that actions to dissolve the JPA be coordinated with BWSR. There are consequences to not implementing the watershed plan, and it would be important for BWSR to know the intent to re-form the JPA to implement the plan. Gilchrist suggested that he be part of the engagement with BWSR.
  - Columbus, Hegland – Would BWSR require a SRWMO boundary adjustment process?
    - Gilchrist – Likely yes, however it may be the City of Ham Lake’s responsibility to do so. There is a required process including concurrence of affected parties.
- Linwood, Olson – Asked the group if Ham Lake is concerned with how the SRWMO is run, or it is more about their city being in three watersheds?
  - Schurbon – It appears to be a concern about being in multiple watersheds.
  - Columbus, Hegland – They have not expressed concerns about how the SRWMO is run.
- Columbus, Mursko – Why are some areas organized as watershed districts and others as watershed management organizations?
  - Schurbon – This was a local government choice when the Metropolitan Surface Water Management Act was enacted in the 1980’s.
- Columbus, Mursko – Could the SRWMO area be organized as a watershed district?
  - East Bethel, Davis – It could, however members including East Bethel would object to creating a new layer of government with taxing authority, likely having staff, and possibly permitting.
- Gilchrist – Asked if the budgeting timeline for the SRWMO is pressing?
  - Schurbon – Yes. 2024 budgeting starts in January 2023. The 2023 budget has already been ratified by all member communities.
  - Gilchrist – Ham Lake should be notified of the budgeting process timeline and 2023 contribution expectations.
  - Gilchrist – Ham Lake should be notified of any anticipated actions by the three other communities to dissolve the JPA, or alternatively that such action would not be needed if Ham Lake passes a resolution to leave the SRWMO.
- Columbus, Hegland – If there are still four member communities to the JPA during the 2024 budgeting process but one isn’t participating, we need a process to approve that budget.

- Gilchrist – A letter to Ham Lake could set an expectation for responses to the draft budget, and that the other three communities may move forward if Ham Lake does not respond.
- Gilchrist – It is each municipality's responsibility to manage water in their area in accordance with State law.
- East Bethel, Davis – Concerns with Ham Lake blocking budget approvals and lack of participation have occurred repeatedly in multiple years. Despite best efforts, resolving their concerns seems a remote possibility and problems are likely to continue.
  - Columbus, Hegland – Would like to memorialize the SRWMO's and three communities' efforts to address Ham Lake concerns such as his JPA amendment process, Hegland offering to talk with their city council, and others. Also memorialize Ham Lake's low participation and staff presentations to city council that were skewed.
- Columbus, Mursko – If a new four-community SRWMO JPA is developed and Ham Lake doesn't sign, are they in violation?
  - Gilchrist – Until a new JPA is fully executed, the current JPA remains in effect. Recommends informing Ham Lake of the funding formula decision and asking their response by a deadline.
- Linwood, Olson – Cautious about communications being perceived as three communities against one. Noted that Ham Lake has committed \$2,000 to this JPA update process like the other three communities. Suggests the group put together a draft JPA with funding formula, assuming Ham Lake will participate and asking their intent going forward.

#### Funding Formulas

- Discussion of funding formula options resumed.
- Schurbon – Summarized that the scenario 1 series and 4A, 4B, 4C have objections from different communities. Only Ham Lake has objections to the straight option 4. Group discussion recognized Ham Lake's objection that their contribution would not be proportionate to their area, but also that equal shares of operating expenses is reasonable to others.
- **Group decision** – Select the straight scenario 4 funding formula. This is that non-operating expenses are split by formula that has 50% weight to each private land area in the WMO and lakes and rivers area. Operating costs are split by equal contributions from each community.

#### Budgeting Process

- Schurbon – Reviewed previously developed text by this group. The group had wanted to revisit it after a funding formula was selected. It included:
  - A period of 60 days should be allowed for community's initial review of a draft SRWMO budget. Failure to respond within this time period constitutes ratification.
  - If there are objections to the budget the SRWMO may amend the budget and send it back to the communities for review. That second review is 30 days. Failure to respond within this time period constitutes ratification.
  - Objections to ratifying the budget must include a reason which must be about the budget, not about the JPA terms.
  - **Unanimous budget ratification by all four communities is required.**
- Budget edits process
  - Columbus, Hegland – Wishes to limit the number of volleys of the budget back and forth. Draft JPA includes "additional rounds each with 30-day response periods."
    - East Bethel, Davis – Agrees.
    - Linwood, Olson – Agrees.
    - **Group decision** - Gilchrist directed to delete the sentence.
- Threshold for budget ratification

- Schurbon – Asked to confirm the decision that budgets require unanimous ratification by all communities.
  - East Bethel, Davis – Previously his city council expressed preference for unanimous ratification. He believes they would be willing to reconsider that.
  - Linwood, Olson – Ok with a majority of communities required to ratify a budget.
  - Columbus, Hegland - Ok with a majority of communities required to ratify a budget.
  - **Group decision** – A majority of member communities must ratify a budget before it can be approved.
- Suspension of voting rights
  - **Columbus, Mursko** – Noted that if a party does not pay their contributions the penalty is only suspended voting rights. Expressed concern that a party could in this way remain compliant with law without paying or doing anything.
    - **Group decision** – Gilchrist directed to develop language addressing this concern.

#### Quorum and Decision-making Threshold

- Columbus, Mursko – How many SRWMO board members are needed to make a decision? Is it a majority of those present, majority of the board, etc?
  - Gilchrist – A quorum is a majority of the board members. Decision can be made by a majority of those present, provided it is a quorum.
  - Schurbon – Note that quorum is changed from the current JPA (majority of the cities represented) to the new draft JPA (majority of the board members) for consistency with state law.
  - East Bethel, Davis – It may be a concern if there was a minimum quorum of five, and then only three votes would be needed to pass an action.
  - Schurbon – In this scenario, isn't low attendance the real problem? If this were to happen, board members should be showing up at meetings.
  - The idea of requiring a super-majority for all votes was raised.
    - **Action** - Gilchrist - There may be law restricting the use of a supermajority, which he will need to research.
  - **Action** – Davis to ask his council's comfort with the current majority voting structure vs requiring a supermajority for SRWMO decisions.

#### Bylaws

- Schurbon sent draft bylaws to the group earlier in the day.
- Bylaws amendment
  - Columbus, Hegland – How are bylaws amended?
    - Gilchrist – By vote of the SRWMO board.
- Financial processes
  - Columbus, Mursko – East Bethel provides financial services to the SRWMO. Should bylaws say that the SRWMO will follow financial policies of East Bethel?
    - Schurbon – The SRWMO has financial policies adopted in 2020 as part of an audit process recommendation. It does refer to East Bethel's services.
    - **Action** – Schurbon to provide Gilchrist with the existing financial policy to be considered for inclusion in the bylaws.
- Secretary
  - Columbus, Hegland – Is the Secretary officer position needed?
    - Gilchrist – It is not unusual for the secretary roles to be done by staff, such as a recording secretary that the SRWMO utilizes. For that reason the bylaws allow the

secretary to delegate tasks. However, the Secretary should still provide review and oversight. No bylaws change recommended.

- Newspaper publication
  - Columbus, Hegland – Does the SRWMO meeting schedule need to be published in a newspaper of record?
    - Gilchrist – No. Set a meeting schedule and post (not publish in a newspaper) any deviations from that schedule. The bylaws designate the posting location. Public hearings do require newspaper publication. No bylaws change recommended.
- Annual meeting date
  - Columbus, Hegland – Section 2.11c states the annual meeting will be in or around February. Can that be changed to “during the first quarter?”
    - Gilchrist – Yes.
    - **Action** – Gilchrist to change annual meeting time to “during the first quarter.”
- Committees
  - Columbus, Hegland – Does the SRWMO have committees?
    - Schurbon – Technical and/or citizens advisory committees have been formed during planning processes or for other issues, but are not continuously operating.
    - **Action** – Gilchrist directed to change from “will form” to “may form” committees.

#### JPA Amendment Process Costs

Schurbon reported:

- Facilitator - \$1,000 of \$1,500 budgeted for a facilitator is spent. No additional expense expected.
- Coordinator - \$2,500 budgeted for Schurbon’s assistance is fully expended. Upcoming coordination will need to be shifted more to the city administrators.
- Attorney - \$4,000 budgeted. Gilchrist to check on expenditures to date.
  - *Post meeting note - Dec 7, 2022 Gilchrist reported by email that he has reached the cap of allowed expenditures and will not be doing any more work until additional funds are authorized.*

#### Next Steps

1. **Ham Lake letter** - ASAP – Hegland prepares letter to the City of Ham Lake describing decisions made at this meeting and requesting a response with their intentions moving forward. Include notes from this Dec 6 meeting of member communities (this document) prepared by Schurbon. Copy SRWMO board and attendees of these multi-community meetings.
2. **SRWMO meeting** - January 5. Updates on JPA amendment process. Consider authorizing additional communications with the City of Ham Lake, depending upon any response to Hegland’s letter. Schurbon to present first draft 2024 SRWMO budget using straight scenario 4 funding formula.
3. **East Bethel council meeting** - January 9 – East Bethel city council to discuss requirement of majority vs supermajority votes for SRWMO board decisions. Also discuss SRWMO budgets being approved after ratification by all vs a majority of member communities
4. **BWSR engagement** - TG and JS to engage the BWSR Board Conservationist and Legal Advisor in discussions about next steps. Ask BWSR to correspond with Ham Lake and the other cities setting options for JPA restructuring.
5. **JPA restructuring and approvals** – To be determined based on Ham Lake’s intentions moving forward. Group feels it appropriate to wait until any newly elected officials are seated in January before action.

To do list by person:

- **Hegland**
  - Letter to Ham Lake with outcomes of this meeting and requesting they communicate their intentions going forward.
- **Schurbon**
  - Prepare notes from this meeting.
  - Provide Gilchrist with the existing financial policy to be considered for inclusion in the bylaws.
  - Prepare first draft SRWMO 2024 budget for the January 2023 SRWMO meeting using a straight scenario 4 funding formula.
- **Gilchrist**
  - Check on expenses for his services to date and remaining budget. Report to group.
  - Engage BWSR in discussion, along with Schurbon.
  - JPA updates
    - Research – is there law restricting the use of a supermajority? Report to the group, especially Jack Davis, before Jan 9.
    - Replace funding formula. Operating expenses to be shared equally by communities (no change). Non-operating expenses to be split by formula with 50% private lands and 50% lakes and rivers area.
    - Delete sentence “additional rounds each with 30-day response periods” in the budgeting process section.
    - Edit SRWMO budget approval – budget may be approved after ratification by a majority of member communities instead of all. This edit not final until additional input received from East Bethel council on Jan 9.
    - Develop language addressing concern that a party could not pay and have suspended voting, but still perhaps be party to the agreement indefinitely.
    - Other minor edits.
  - Bylaws updates
    - Include SRWMO 2020-approved financial policies to be provided by Schurbon.
    - Change annual meeting time to “during the first quarter.”
    - Change from “will form” to “may form” committees.
    - Other minor edits.
- **Davis**
  - Jan 9 council meeting – discuss majority vs supermajority votes for SRWMO decisions and that SRWMO budgets could be approved after ratification by all vs a majority of member communities.

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The meeting concluded at 8:00pm.

Compiled by J. Schurbon

## Memorandum

Date: November 3, 2022

To: Mayor and Councilmembers

From: Tom Collins, City Engineer **TPC**

Subject: Sunrise River Watershed Management Organization funding contribution alternatives

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### **Introduction:**

The Sunrise River Watershed Management Organization (SRWMO) has four member communities – Columbus, East Bethel, Ham Lake and Linwood Township. The Joint Powers Agreement (JPA), that was last revised August 2011, is proposed to be updated. The September 15, 2021 SRWMO memo is attached. The JPA stipulates that operating (administrative) costs are paid equally at 25% per community and non-operating costs are paid by the percentage of each community based on a 50/50 formula between land area and market value. The community funding portion of the JPA is attached. Updates would be reflected in the 2024 and subsequent budgets.

For the 2023 SRWMO budget, that was approved at the March 21<sup>st</sup> Council meeting, the City of Ham Lake cost projections were \$3,499.50 for operating costs and \$1,159.08 for non-operating costs. This equates to 75.1% for operating costs and 24.9% for non-operating costs. The non-operating costs for Ham Lake was 3.8% for the 2023 budget.

### **Discussion:**

The City of Ham Lake has requested that the operating costs be based on the non-operating costs formula for several years. The April 20, 2015 City Council meeting minutes are attached that resulted in the attached June 22, 2015 request and proposed JPA amendment. A similar August 21, 2019 request is also attached. The funding formula for both the SRWMO and the Upper Rum River WMO was discussed at the February 7<sup>th</sup> City Council meeting, where the consensus was that future budgets would not be approved unless the operating costs be based on the non-operating costs formula. The applicable portion of the meeting minutes are attached.

City Administrator Denise Webster and I attended a facilitated communities meeting on October 4<sup>th</sup> to discuss the JPA. Those meeting minutes are attached. At that meeting I stated that operating costs needed to be revised to the non-operating costs formula or the City will back out of the SRWMO. Those meeting minutes are attached. The non-operating costs, based on the current 50/50 formula between land area and market value, has been revised to 4.12%. This is based on a revised SRWMO jurisdictional boundary and updated market valuations.

Administrator Webster and I also participated in a funding formula scenarios Zoom meeting on October 19<sup>th</sup>. The meeting minutes are attached. A number of different funding formulas were discussed at that meeting, with some funding formulas being eliminated from future consideration.

The following is a summary of the two funding formula scenario, which include two variations, based on the average budgets over the last 5-years that the SRWMO is still considering:

### Scenario 1

This is the current formula, where operating costs are paid equally at 25% per community and non-operating costs are paid by the percentage of each community based on a 50/50 formula between land area and market value. The operating costs for Ham Lake are \$3,112.04 and non-operating costs are \$1,288.89 for a total of \$4,400.93.

### Variation 1A

This is Ham Lake's requested formula, where operating costs and non-operating costs are paid by the percentage of each community based on a 50/50 formula between land area and market value. The operating costs for Ham Lake are \$512.88 and non-operating costs are the same \$1,288.89 for a total of \$1,801.77.

### Variation 1B

This is Ham Lake's requested formula, with the addition of a minimum contribution. The minimum contribution amount shown is \$1,300. The operating costs for Ham Lake, which includes the minimum contribution amount, are \$1,598.63 and non-operating costs are the same \$1,288.89 for a total of \$2,887.52.

### Scenario 4

This scenario is similar to Scenario 1, with the 50/50 formula for non-operating costs being based on private land area and lakes/streams. The formula revision increases Ham Lake's percentage to 6.97%. The operating costs for Ham Lake are the same as Scenario 1 at \$3,112.04 and non-operating costs are \$2,178.87 for a total of \$5,290.91.

### Variation 4A

This variation is similar to Scenario 1A, with same 50/50 formula as Scenario 4 for non-operating costs. The operating costs for Ham Lake are \$867.04 and non-operating costs are \$2,178.87 for a total of \$3,045.91.

### Variation 4B

This variation is similar to 1B with a minimum contribution amount. The minimum contribution amount shown is \$1,300. The operating costs for Ham Lake, which includes the minimum contribution amount, are \$2,898.63 and non-operating costs are \$1,085.09 for a total of \$3,983.72.

The SRWMO has requested that the Councils determine what funding scenario that is their first choice, along with additional scenario/variation(s) would be approved "if need be". Administrator Webster and I will participate in a December 1<sup>st</sup> Zoom meeting. The SRWMO has requested that a Council member attend the community meetings.

Administrator Webster requested that the SRWMO take over maintenance responsibilities of the channel that connects Coon Lake and South Coon Lake earlier this year. The July 7<sup>th</sup> email is attached. The SRWMO determined that it would not take over maintenance responsibilities. The applicable portion of their September 1<sup>st</sup> board meeting minutes are attached.

The JPA stipulates that if one community fails to ratify an annual WMO budget, that budget cannot be adopted. This would result in funding the essentials (insurance, audit, required state reporting, etc.) on meager reserve funds as long as possible. The state would find the WMO to be "failing to implement"

and therefore in violation of state law. If the issue could not be resolved, watershed management responsibilities would revert to Anoka County if not transferred to the Coon Creek Watershed District, leaving the state to consider creating a watershed district in its place.

Columbus Councilmember Janet Hegland met with Councilmember Kirkeide, Administrator Webster and I in February to discuss the funding formula. Administrator Webster's memo for the March 7<sup>th</sup> City Council meeting is attached. At that meeting, there was discussion of how the City of Columbus levies properties within the SRWMO and that the SRWMO budget is paid thru the levy rather than the City of Columbus General Fund. Finance Director Andrea Murff investigated this alternative and found the following:

The SRWMO budget can be separated from the General Levy. This would be declaring a district within the City for this WMO. Then the people that are living in this area would be the only ones to pay any portion of budgeted expenses for the WMO. This would increase taxes for those in that watershed management organization. On their tax statement, it would not show the WMO as being taxed separately, it would all get lumped under the City line on their tax statements.

**Recommendations:**

Determine the following:

- Which funding scenario/variation is Ham Lake's first choice and whether there are any other scenario/variations that would be approved "if need be".
- Whether to levy the properties within the SRWMO (all of the above applies to the URRWMO).
- Who will attend community meetings.





# Sunrise River Watershed Management Organization

## **MEMO**

**To:** Jack Davis, East Bethel Administrator  
East Bethel City Council  
Pam Olson, Linwood Township Clerk  
Linwood Township Board  
Elizabeth Mursko, Columbus Administrator  
Columbus City Council  
Denise Webster, Ham Lake Administrator  
Ham Lake City Council

**From:** Janet Hegland, Vice Chair, Sunrise River WMO Board on behalf of the  
Sunrise River WMO Board

**Date:** September 15, 2021

**Re:** SRWMO Joint Powers Agreement

---

The Sunrise River Watershed Management Organization (SRWMO) was formed through a joint powers agreement (JPA) of four member communities – Ham Lake, East Bethel, Linwood, and Columbus. Among the duties of the SRWMO Board is to periodically recommend JPA updates to the member communities.

The JPA is more than 30 years old. While there have been minor amendments several times, portions of the JPA remain operationally clumsy or out of date. Additionally, there are incorrect state statute references, undefined terms, and nonsense references to sections of the JPA that are unrelated to the topic being referenced. Attached is a marked-up version of the JPA with the SRWMO Board's recommended amendments. Our comments are intended to be a plain language summary of shortcomings and recommended updates. If those changes have support, we expect the communities' legal counsel would craft language that achieves the desired outcomes.

The SRWMO board believes it is their duty to provide recommendations, but not drive the process, as the JPA is the cities' and township's agreement. Review and any action on these recommendations will require leadership from the cities and township. We are therefore reaching out to the administrative staff in each of the four communities to coordinate the amendment process with each of their respective Councils or Boards.

The following process for review is proposed:

1. **City staff review** – Janet Hegland, SRWMO Board Vice Chair will organize a meeting to facilitate a review of the recommendations with administrative staff from all four communities. In addition to the review of recommendations, finalizing the next steps, responsible parties and timeline will be an outcome of this meeting.
2. **Work session by each community's elected officials**, coordinated by each city/township administrative lead, is held to review recommendations.
3. **Legal review of agreed upon JPA edits by legal counsel** from each community. Determining who "translates" agreed upon edits into appropriate legal language will be an outcome of this meeting. Communities should consider now that there may be upcoming legal expenses for this revised JPA and for subsequent ordinance updates (if necessary).
4. **City council and town board reviews.**
5. **Approvals** by each community.
6. **SRWMO board prepares bylaws** if allowed in amended JPA.

Please note, any amended JPA must be approved by all four member communities. It's reasonable to think that amending the JPA will take 6+ months.

Please respond to this memo by indicating on the below link, your availability for an initial meeting to review the attached recommendations and chart next steps. The plan is to meet in person, location TBD, but if anyone is uncomfortable meeting in person, please indicate on your response that you will be attending virtually. We would appreciate your response by 9am on September 27<sup>th</sup>.

Thank you in advance for your assistance with this process.

[Link to indicate availability for initial meeting](#)

3.6 Review and Recommendations: Where the Organization is authorized or requested to review and make recommendations on any matter relating to the Watershed Management Plan, the Organization shall act on such matter within 60 days of receipt of the matter referred. Failure of the Organization to act within 60 days shall constitute approval of the matter referred, unless the Organization requests and receives from the referring unit of government an extension of time to act on the matter referred. Such extension shall be in writing and acknowledged by both parties.

The Board shall adopt an appeal procedure for any party aggrieved by a decision of the Board or an alleged failure to implement the Plan pursuant to Minnesota Statutes, Chapter 103B.231, Subd. 13.

3.7 Ratification: The Organization may, and where required by this Agreement shall, refer matters to the governing bodies of the parties for review, comment or action

### 3.8 Financial Matters:

A. Method of Operation: The Organization may collect and receive money and contract for services subject to the provision of the Agreement from the parties and from any other sources approved by the Organization. The organization may incur expenses and make disbursements necessary and incidental to the effectuation of the purposes of this Agreement. Funds may be expended by the Organization in accordance with procedures established herein. Checks shall be signed by the chair or treasurer. Other legal instruments shall be executed on behalf of the Organization by the chair or vice-chair and an appointed Board member.

B. Operating Funds. On or before June 1<sup>st</sup> of each year, the Organization shall prepare a work plan and operating budget for the following year. The annual budget shall provide details to support the proposed revenues and expenditures for the Organization. This detail shall be sufficient to meet standard budget and/or accounting principles generally recognized for governmental organizations. Expenditures may include administrative expenses, plan development costs, review expenses, capital improvement costs authorized in Section 3.12, and insurance costs as authorized in Section 3.14. Upon the approval of a majority of the partners of this agreement, the budget shall be recommended to the parties for ratification along with a statement showing each party's proposed share of the budget. The budget shall be implemented only after ratification by all parties to this Agreement. Failure to ratify or pay its share of the budget by any party to this Agreement shall be subject to the procedures in Section 3.6. Each party's share of the operating cost is based on 50% of their portion of the watershed's Total Market Value (TMV) and 50% of their portion of the Total Taxable Watershed Acreage (TWA).

Work Plan -  $((PA / WA) + (PV / WV)) / 2 =$  the party's percentage share of the organization's operating budget.

PA = Party's area within the watershed organization area

WA = watershed organization area

PV = party's market valuation within the watershed organization area

WV = market valuation of the watershed organization area

**Operating Costs** - Total amount to be divided equally between members of the Joint Powers Agreement. Operating costs per the operating budget are defined as copies, postage, recording secretary fees, insurance, and administrative fee charged to each member community.

After ratification by the organization, the Organization Chair or Vice Chair shall certify the recommended budget to each party on or before June 1 of each year together with a statement showing the budgeted amounts applicable to each party. Each party shall pay over to the Organization the amount owing in two (2) equal installments, the first on or before January 15 and the second on or before July 15 in accordance with the tax year for which the amount due is being paid.

C. Review Services: When the Organization is authorized or requested to undertake a review and submit recommendations to a party as provided in this Agreement, the Organization shall conduct such review, without charge, except as provided below. Where the project size and complexity of review are deemed by the Organization to be extraordinary and substantial, the Organization may charge a fee for such review services, the amount to be based upon direct and indirect costs attributable to that portion of review services determined by the Organization to be extraordinary and substantial. Where the Organization determines that a fee will be charged for extraordinary and substantial review services, or where the flowage enters the Sunrise River, but the party is not a member of the Sunrise River Watershed Management Organization, the party to be charged shall receive written notice from the Organization of the services to be performed and the fee therefore, prior to undertaking such review services. Unless the party to be charged objects within fifteen (15) days of receipt of such written notice to the amount of the fee to be charged, such review services shall be performed and the party shall be responsible for the cost thereof. If the party to be charged objects to the proposed fee for such services with fifteen (15) days and the party and the Organization are unable to agree on a reasonable alternative amount for review services, such extraordinary and substantial review services shall not be undertaken by the Organization. Payment for such services shall be in advance of any work performed.

3.9 Annual Audit. The Organization shall annually prepare a comprehensive financial report on operations and activities. An annual audit, by an independent accounting firm or the State Auditor, shall be provided for that includes a full and complete audit of all books and accounts the Organization is charged with maintaining. Such audit shall be conducted in accordance with generally accepted auditing principles and guidelines. A copy of the annual financial report and auditor's statement shall be provided to all parties to this agreement and to the Board of Water and Soil Resources no later than June 30<sup>th</sup> of each year. The report to the Board of Water and Soil Resources shall include an annual



**2023 DRAFT Budget**

2/4/2022

**Notes:**

Budget was developed 2020-2029 SRWMO Watershed Management Plan.

		Linwood	East Bethel	Columbus	Ham Lake	
	Cost	47.04%	29.99%	19.17%	3.80%	
<b>NON-OPERATING EXPENSES (split by percentages)</b>						
<b>1 Non-operating General</b>						
2	Grant Search and Applications	\$1,109.00	\$521.67	\$332.59	\$212.60	\$42.14
<b>3 Multi-Partner Coordination</b>						
4	Participate in One Watershed, One Plan (1W1P)	\$710.00	\$333.98	\$212.93	\$136.11	\$26.98
<b>5 Effectiveness Monitoring</b>						
6	Lake Water Quality	\$4,246.00	\$1,997.32	\$1,273.38	\$813.96	\$161.35
<b>7 Surveillance Monitoring</b>						
8	Lake Level Monitoring	\$1,745.00	\$820.85	\$523.33	\$334.52	\$66.31
9	Secchi Transparency Lake Monitoring - volunteer coord.	\$972.00	\$457.23	\$291.50	\$186.33	\$36.94
10	Reference Wetland Hydrology Monitoring	\$2,130.00	\$1,001.95	\$638.79	\$408.32	\$80.94
<b>11 Water Quality Improvement Projects</b>						
12	SRWMO Cost Share Grant Fund - open to public	\$1,500.00	\$705.60	\$449.85	\$287.55	\$57.00
13	SRWMO Cost Share Grant Fund - through lake associations	\$6,250.00	\$2,940.00	\$1,874.38	\$1,198.13	\$237.50
14	Ditch 20 Wetland Restoration Outreach	\$343.00	\$161.35	\$102.87	\$65.75	\$13.03
15	Carp Mgmt Feasibility Study or Maintenance Harvests	\$2,000.00	\$940.80	\$599.80	\$383.40	\$76.00
16	Alum Feasibility Study or Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>17 Studies and Inventories</b>						
18	Linwood Lake Subwatershed Retrofitting Study	\$2,000.00	\$940.80	\$599.80	\$383.40	\$76.00
<b>19 Education and Public Outreach</b>						
20	Newsletters	\$938.00	\$441.24	\$281.31	\$179.81	\$35.64
21	Website	\$725.00	\$341.04	\$217.43	\$138.98	\$27.55
22	Anoka Co Outreach Coordinator Position	\$4,606.00	\$2,166.66	\$1,381.34	\$882.97	\$175.03
23	Promote Well Water Wise	\$54.00	\$25.40	\$16.19	\$10.35	\$2.05
<b>24 Rollover Funds (used to maintain a flat budget of \$50K, covering planned expenses over that amount in future years)</b>						
25	Rollover Funds	\$1,174.00	\$552.25	\$352.08	\$225.06	\$44.61
<b>26 Undesignated reserve account spend down</b>						
27	Reserve spend down (negative number)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	<b>SUBTOTAL</b>	<b>\$30,502.00</b>	<b>\$14,348.14</b>	<b>\$9,147.55</b>	<b>\$5,847.23</b>	<b>\$1,159.08</b>

		Linwood	East Bethel	Columbus	Ham Lake	
	Cost	25.00%	25.00%	25.00%	25.00%	
<b>OPERATING EXPENSES (split equally four ways)</b>						
<b>29 Operating Expenses</b>						
30	Recording Secretary services	\$1,600.00	\$400.00	\$400.00	\$400.00	\$400.00
31	Liability Insurance	\$1,613.00	\$403.25	\$403.25	\$403.25	\$403.25
<b>32 Administrative fee charged to member communities, component activities/costs listed below</b>						
33	On-call Administrative Assistance - ACD	\$8,800.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00
34	Annual Written Communication to Member Communities	\$665.00	\$166.25	\$166.25	\$166.25	\$166.25
35	Annual Reports to BWSR, State Auditor	\$1,220.00	\$305.00	\$305.00	\$305.00	\$305.00
36	Advertise Bids for Pro Services (req'd in odd yrs)	\$100.00	\$25.00	\$25.00	\$25.00	\$25.00
37	Reserve spend down (negative number)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
38	<b>SUBTOTAL</b>	<b>\$13,998.00</b>	<b>\$3,499.50</b>	<b>\$3,499.50</b>	<b>\$3,499.50</b>	<b>\$3,499.50</b>
39						
40	<b>GRAND TOTAL</b>	<b>\$44,500.00</b>	<b>\$17,847.64</b>	<b>\$12,647.05</b>	<b>\$9,346.73</b>	<b>\$4,658.58</b>

## 11.0 CITY ADMINISTRATOR – None

## 12.0 COUNCIL BUSINESS

### 12.1 Committee Reports

Councilmember Kirkeide stated that there was a Road Committee meeting last week regarding the installation of a signal light at 143<sup>rd</sup> Avenue NE and Highway 65. Administrator Nivala stated that MnDOT will not commit to the installation for a signal light until the properties are developed on the southeast and southwest corners of 143<sup>rd</sup> Avenue NE and Highway 65 as MnDOT makes decisions on existing traffic volumes, not projected traffic volumes. Councilmember Kirkeide stated that service lanes (roads) work a lot better to get to the businesses than slowing down traffic on Highway 65. Councilmember Kirkeide stated that Highway 65 is a thoroughfare and is meant to get traffic flowing faster.

### \* 12.2 Discussion of the 2016 Budget for Sunrise and Upper Rum River Watershed Management Organizations (WMO's)

Administrator Nivala reviewed the 2016 Budgets for Sunrise and Upper Rum River Watershed Management Organizations and stated that the budgets are similar to previous years. Administrator Nivala stated that it has been discussed by the Council that the budgets are set up with all the cities sharing in the administrative costs equally. Administrator Nivala stated that there has been discussion of possibly withdrawing from the two WMO's and there is a provision in the JPA (Joint Powers Agreement) that allows for that to happen with a 60-day notice. Engineer Collins stated that Minnesota Statute requires that a City be within a watershed district. Engineer Collins stated that BWSR (Board of Water and Soil Resources) administers the watersheds and they stated that if the city withdrew from the WMO's then Coon Creek Watershed District could petition for the expansion of the entire city to be in their district, which is what the city was trying to accomplish last year. Engineer Collins stated that initially BWSR stated that they would not support the change in the WMO's but has now changed their position. Engineer Collins stated that BWSR is first asking that the City request a revised JPA to the administrative costs. Engineer Collins stated that currently the City is only 1% of the Upper Rum River and 4% of the Sunrise Watershed District, but are being charged an administrative fee of 17% in Upper Rum River and 25% in Sunrise Watershed District. The Council discussed what would happen if the City decided to withdraw from the JPA and BWSR did not approve the change in the WMO's. Engineer Collins stated that in the Statute it states that if the City is not within a watershed district or watershed management organization, the oversight is then provided by the County. **Motion by Kirkeide, seconded by Van Kirk, to table the approval the 2016 Budget for Sunrise and Upper Rum River Watershed Management Organizations until other alternatives can be explored regarding opting out of the JPA (Joint Powers Agreement), which could possibly allow BWSR (Board of Water and Soil Resources) to approve all of Ham Lake to be located in the Coon Creek Watershed District or requesting the adjustment of the administrative costs of the JPA with the Sunrise and Upper Rum River Watershed Management Organizations. All present in favor, motion carried.**

### 12.3 Discussion of Charter Commission Amendment relating to referendums

Councilmember Kirkeide explained that the Charter Commission would like to explore the options of requiring any City referendum only be allowed on a general election year. Councilmember Kirkeide also stated that they would like to research if school referendums can be required to be on a general election year. **It was the consensus of the City Council to concur with the recommendation of the**



# CITY OF HAM LAKE

15544 Central Avenue NE  
Ham Lake, Minnesota 55304  
(763) 434-9555  
Fax: (763) 434-9599

June 22, 2015

Jack Davis, Administrator  
City of East Bethel  
2241 221 Ave. NE  
East Bethel, MN 55011

Elizabeth Mursko, Administrator  
City of Columbus  
16319 Kettle River Blvd.  
Columbus, MN 55025

Judy Hanna, Clerk  
Linwood Township  
22817 Typo Creek Drive NE  
Stacy, MN 55079

Re: Sunrise River Watershed Management Organization JPA

Dear City Administrator/Clerk:

The Ham Lake City Council directed the City Attorney to prepare the attached amendment to the Sunrise River WMO Joint Powers Agreement. This was a result of discussions at several City Council meetings. The attached minutes from the April 20<sup>th</sup> Council meeting summarize the origin of the proposed amendment.

Section 3.8 of the Joint Powers Agreement references the Work Plan costs based on market value and watershed acreage, and Operating Costs (split equally between member cities). The Work Plan cost computation incorrectly references "operating costs" in the discussion of market value and watershed acreage. The amendment proposes to revise Operating Costs to also be based on market value and watershed acreage, similar to Work Plan costs. Per Section VII of the JPA, the proposed JPA amendment has been submitted to the Chair for consideration of an amendment.

Sincerely,

  
Doris Nivala, Administrator

Attachments

cc: Dan Babineau, Chair  
SRWMO

**Amendment to WMO Agreement**

This amendment is made to paragraph 3.8 (B) of that certain Joint Powers Agreement (the "Agreement") executed by the City of Ham Lake, Minnesota dated April 20, 2011 and including all amendments thereto among certain Minnesota Cities also including the Cities of East Bethel, Ham Lake, Columbus, and Linwood (hereafter referred to as "member cities" or "member city") regarding the Sunrise River Watershed Management Organization (SRWMO).

The Portion of Section 3.8 (B) headed "Operating Costs" of Section 3.8 (B) of the Agreement (the "Amended Language" is hereby amended as follows:

1. The Amended Language is hereby deleted in its entirety.
2. The following language is hereby substituted as a new paragraph 3.8(B):

Paragraph 3.8 (B) Operating Funds. All costs, including copies, postage, recording secretary's fees insurance and administrative costs, shall be allocated among the member cities on a pro rata basis, in the same manner as above.

City of Ham Lake

  
Michael G. Van Kirk, Mayor

Dated 6/15/15

  
Denise Webster, City Clerk

Dated 6/15/15





# CITY OF HAM LAKE

15544 Central Avenue NE  
Ham Lake, Minnesota 55304  
(763) 434-9555  
Fax: (763) 434-9599

August 21, 2019

Dear Sunrise and Upper Rum River WMO Board Members, City Staff and City Councilmembers:

At the August 5, 2019 Ham Lake City Council Meeting, the City Council and Member Cities Representatives from the Upper Rum River and Sunrise River Watershed Management Organizations thought it would be beneficial to schedule a workshop meeting to discuss each of the Watershed's Joint Powers Agreements. Below is the discussion from the August 5<sup>th</sup> meeting.

Discussion of the Upper Rum River and Sunrise River Watershed Management Organizations; this discussion is in conjunction with agenda item 3.6 Member Cities Representatives from the Upper Rum River and Sunrise River Watershed Management Organization

Dan Babineau representing the Sunrise River Watershed Management Organization (SRWMO); John West representing the Upper Rum River Watershed Management Organization (URRWMO); Sandy Flaherty, Ham Lake representative for both WMO's; Jamie Schurbon representing the Anoka Conservation District (ACD); and Dan Breyen representing the Upper Rum River Watershed Management Organization (URRWMO), were present before the City Council to discuss the JPA (Joint Powers Agreement) and Budget. The budget increase to the SRWMO budget is 38% and the budget increase for the URRWMO is 422%. Bethel, East Bethel, Linwood and Ham Lake are located within the SRWMO district. Columbus, East Bethel, Oak Grove, Nowthen, St. Francis and Ham Lake are within the URRWMO district. The City of Ham Lake is a small portion of these watershed districts, but all of the members pay equal amounts of the administrative costs. Councilmember Johnson stated that the costs are only going to keep escalating. **It was the consensus of the City Council to appoint Councilmember's Johnson and Kirkham as the liaisons to the SRWMO and URRWMO Watersheds.** Planning Commissioner Heaton was in the audience and has been a representative of the watershed districts in the past. Commissioner Heaton suggested that the JPA be changed and suggested that the City Council's watershed liaison's review the JPA's line by line. The City of Ham Lake has been working to amend the JPA since 2015. **It was the consensus of the City Council to have representatives from each watershed attend a workshop to discuss the JPA's.** The JPA states that all member communities must agree to amendments. **Motion by Kirkeide, seconded by Doyle, to ratify the 2020 budgets for both the Sunrise Watershed Management Organization (SRWMO) and the Upper Rum River Watershed Management Organization (URRWMO) and that the City work with Member Cities on the JPA (Joint Powers Agreement) to amend the cost share of the administrative fees; to be completed no later than March, 2020 allowing time to resolve this issue as quickly and fairly as possible and if not resolved, allowing time for the City of Ham Lake opt out of the JPA and expand all of Ham Lake with the Coon Creek Watershed District (CCWD). All in favor, motion carried.**

We would like to invite representatives from each of the cities to attend a workshop meeting on Tuesday, October 1, 2018 at 6:00 p.m. The workshop will be held at the City of Ham Lake in the Council Chambers.

Sincerely,

Denise Webster  
City Administrator

- 4.9 Approve the Plans and Specifications for the 2022 tree removal project and authorize the advertisement for bids
  - 4.10 Approval of the Contract with SafeAssure for safety training for 2022
- Motion by Wilken, seconded by Doyle, to approve the February 7, 2022 Consent Agenda with the omission of item 4.9. All present in favor, motion carried.**

Acting Mayor Kirkham questioned if the Tree Removal projects for Polk Street NE and Tippecanoe Street NE could be removed from this project in order to save money on the bidding process. Engineer Collins stated removing these from the current project would delay the projects and may increase costs due to there being more demand for these services towards the end of summer. Councilmember Wilken then questioned where tree removal is done. Engineer Collins stated it was done in the City's right-of-way. **Motion by Kirkham, seconded by Wilken, to approve item 4.9 of the Consent Agenda. All present in favor, motion carried.**

- 5.0 **PLANNING COMMISSION RECOMMENDATIONS** - None
- 6.0 **ECONOMIC DEVELOPMENT AUTHORITY** – None
- 7.0 **APPEARANCES** – None

**8.0 CITY ATTORNEY**

8.1 Discussion of the First Reading of an Ordinance regarding Catalytic Converters

Attorney Murphy explained the new ordinance would give the Anoka County Sheriff's Office the authority to charge a person with theft if during a routine traffic stop the person was found to have a catalytic converter in their possession. Councilmember Kirkeide stated he had mixed feeling since the charge is not a felony and questioned if it was going to be effective. Attorney Murphy stated it would be a misdemeanor charge if caught with catalytic converter. Councilmember Wilken stated that it would be another tool that can be used for law enforcement.

**This is considered the First Reading of an Ordinance regarding Catalytic Converters.**

8.2 Discussion of the 159<sup>th</sup> Avenue NE right-of-way within Ham Lake Industrial Park 4<sup>th</sup> Addition

Attorney Murphy stated he is requesting direction from the City Council in order to proceed preparing deeds for the 159<sup>th</sup> Avenue NE cul-de-sac that was vacated in the 1990's. **Motion by Kirkeide, seconded by Doyle, to direct Attorney Murphy to prepare deeds conveying the vacated 159<sup>th</sup> Avenue NE cul-de-sac within Ham Lake Industrial Park 4<sup>th</sup> Addition to the two abutting property owners. All present in favor, motion carried.**

- 9.0 **CITY ENGINEER** – None
- 10.0 **CITY ADMINISTRATOR** – None

**11.0 COUNCIL BUSINESS**

11.1 Committee Reports – None

\* 11.2 Discussion of cost and updates to the Upper Rum River Watershed Management Organization (URRWMO) Joint Powers Agreement (JPA)

Administrator Webster brought forward the Joint Powers Agreement (JPA) for the Upper Rum River Watershed District. Administrator Webster stated she received an email prior to the City Council Meeting

stating the Sunrise Watershed Management Organization would like to have all member cities approve the 2023 budget by April 7, 2022. The City Council questioned if it would cost more to get out of the Upper Rum River and Sunrise Watershed Districts. Councilmember Kirkeide also wanted to know if there were any other options. Engineer Collins stated that the other option would be to request from the Coon Creek Watershed District to take over those portions of the Upper Rum River and Sunrise Watershed Districts. Engineer Collins stated if the Council did not approve the budgets, the Watersheds then would not be able to certify to Anoka County and the County would then have to get involved due to non-compliance. Engineer Collins added that there have not been any recent projects done for the City by the Watersheds. Acting Mayor Kirkham stated that other cities within the JPA's, with the exception of Bethel, are okay with the funding formula and do not want to change it to the funding formula that Ham Lake is requesting, which is Ham Lake only pays for the portion that they city is in and not be split equally across the board with the other cities. Engineer Collins stated that all cities have to approve the budget unanimously. **It was the consensus of the City Council that they would not be approving the budgets for the Upper Rum and Sunrise Watershed Management Organizations unless Ham Lake's portion of the funding and expenses reflects the City's geographical portions within the Upper Rum and Sunrise Watershed Districts.**

#### 11.3 Announcements and future agenda items

Councilmember Kirkeide stated in past years, the Council would put together a list of ideas they wanted to complete for the year and asked the other Councilmembers to think about if there are any ideas that they would like to discuss.

Councilmember Doyle stated he has received some inquiries regarding the Snowbowl. Acting Mayor Kirkham stated he would reach out to the Ham Lake Chamber of Commerce regarding options for possibly bringing the Snowbowl back.

**Motion by Kirkeide, seconded by Wilken, to adjourn the meeting at 6:37 p.m. All present in favor, motion carried.**

---

Andrea Murff, Finance Director

## Sunrise River WMO Joint Powers Agreement Facilitated communities' meeting

October 4, 2022  
Columbus City Hall

### Attendance:

- Milt Thomas (Facilitator)
- Jamie Schurbon (SRWMO Admin)
- Janet Hegland (Columbus City Councilmember)
- Elizabeth Mursko (Columbus Administrator)
- Bob Millerbernd (Linwood Town Supervisor)
- Pam Olson (Linwood Clerk)
- Tim Harrington (East Bethel Councilmember)
- Jack Davis (East Bethel Administrator)
- Denise Webster (Ham Lake Administrator)
- Tom Collins (Ham Lake Consulting Engineer)
- Gary Kirkeide (Ham Lake Councilmember)

Meeting began at 5:30pm

### Introductions

Welcome by Hegland. Meeting purpose summarized by Milt. Ground rules agreed upon included hearing each other out, balancing floor time, and ensuring we hear from council members. Introductions were made with the note that Collins is attending in Kirkeide's stead.

### Background

Schurbon summarized the JPA history. Hegland noted the JPA and how the organization is working need to be more frequently reviewed.

### Opening statements

- East Bethel – Davis noted his council and he have reviewed the JPA recommended edits and found them straightforward and non-controversial. Interested in finding a funding formula meeting everyone's needs. His city council has been briefed on these topics.
- Columbus – Hegland stated city council has been briefed. Housekeeping/admin edits look ok. Want a decision on funding formula. Want a formula methodology that can be explained and defended to others. Want to start with agreeing on a concept or methodology. Has JPA suggestions but will hold those until later as they are not priority.
- Linwood – Olson stated that housekeeping/admin edits look ok. Linwood is where the most SRWMO work takes place and Linwood pays the most. In addition, Linwood also accepts maintenance responsibilities for some SRWMO projects, which carries additional cost that only Linwood bears. Bob continued that Linwood gets many WMO projects and he was on the SRWMO board for 8 yrs. He has never heard any complaints from the Linwood Town Board about SRWMO expenses and they appreciate the WMO's work. He described the passion of the SRWMO board members and lake associations, whose efforts extent beyond their own lakes. He noted that these lake groups have donated large sums to SRWMO projects, helping to secure large grants. Linwood is not in favor of changing the funding formula.

- Ham Lake – Collins said Ham Lake's concern is with the admin (operating) part of the funding formula. They pay 3.8% for most expenses but 25% for operating expenses. Their city council says this must be revised for they will back out of the SRWMO. They recognize the benefits of the SRWMO projects, but object to the admin costs.

Collins described that Hegland and Kirkeide met early this year. They discussed separating the SRWMO levy from the city's general levy. Webster wasn't sure what happened to that but thinks the city finance staff may have found they couldn't do it. Hegland said she thought that was strongly favored by Kirkeide and it would address much of Ham Lake's concern. Mursko described how it works in Columbus so residents are only taxed for the watershed they live in and it is separate from the city levy. Columbus does this by creating special taxing districts. Collins asked if rates are based on market valuations and Mursko replied yes. Mursko offered to help Ham Lake staff understand how to do this. Davis said East Bethel rolls the WMO expenses into their general budget, and they have no watershed districts with levy authority. Milt suggested a remedy to the perceived unfairness is changing the way Ham Lake levies.

#### Administrative Edits

Schurbon described SRWMO Board recommended JPA edits that are likely non-controversial. Discussion was:

- Section 3.2 – Olson asked whether it should refer to 'subd 4' or 6? Schurbon to ask the attorney to check.
- Section 3.2 – Discussion ensued about part H. H can be fully deleted because it is already covered in the text above. However that text should be modified to make it clear that the plan can be amended. State statute is expected to change from time to time.

**Milt asked if there was agreement to accept all of the edits marked as "administrative edit" along with the bulleted points above. All were in agreement.**

#### Budget Ratifications

Schurbon described that the current JPA required unanimous ratification by all four cities of a budget before it can be adopted. There is no timeline for ratifications, and no remedy if a community fails to respond.

- Tom stated Ham Lake wants to keep the requirement of unanimous ratification. It is leverage for their city.
- Davis said East Bethel prefers unanimous. Does not want a community's budget decided by others.
- Thomas clarified there are two issues: timeliness of responses to the budget and whether it needs to be unanimous.
- Hegland would like to see a time period for responses and then a process to address any concerns.
- Olson stated there needs to be a reason why a community doesn't ratify the budget. And that reason should be something in the budget that the SRWMO board has the authority to change. It should not be a concern with the JPA that the SRWMO board can't change.
- **All discussed a 60 day period for responses to a budget and a requirement to provide a rationale for any "no." Also, no response within 60-days should constitute ratification. Thomas asked if all agreed? Yes, all agreed.**
- The group polled themselves regarding whether budgets should require unanimous ratification (East Bethel and Ham Lake in favor) or ¾ communities (Linwood and Columbus ok with this).
- The process of dealing with budget concerns was discussed.

- Hegland suggested mediation as an option.
- Olson asked if there is a budget concern and the SRWMO amends the draft budget, then does it need to go back to all the cities. Schurbon suggested yes, and a second review would be 45 days. Davis felt 30 days would be sufficient. Mursko asked about timing of when communities set their levies (Linwood in March) and that Linwood must use a draft budget when setting their levy.
- **Decisions agreed upon:**
  - A period of 60 days should be allowed for community's initial review of a draft SRWMO budget. Failure to respond within this time period constitutes ratification.
  - If there are objections to the budget the SRWMO may amend the budget and send it back to the communities for review. That second review is 30 days. Failure to respond within this time period constitutes ratification.
  - Objections to ratifying the budget must include a reason which must be about the budget, not about the JPA terms.
  - Unanimous budget ratification by all four communities is required.
  - All of the above points are agreed upon, but a final decision to accept them is not yet made. They will be revisited after a funding formula resolution is found.
- Davis – the need for unanimous ratification can be up for discussion.
- Hegland – Budgets shouldn't be a surprise because they follow the SRWMO's 10-year plan which communities approve.

#### Funding Formula

- Schurbon summarized the current formula, which splits operating costs equally amongst communities and the non-operating costs are split by formula that gives equal weight to land area and market valuation in the SRWMO.
- \* ● Collins said Ham Lake has no problem with the formula for non-operating, but does not want operating expenses split equally. They want all expenses to use the formula that is currently used for non-operating.
- Hegland said Columbus explored taking public lands out of the formula, and found it makes an inconsequentially small change. Olson said Linwood found the same.
- Hegland suggested a minimum contribution from every community, and then apply the formula. Wants a formula method that makes sense and is defensible. Doesn't think market value should matter in water management. Major considerations should be land area and amount of work being done. Like a minimum contribution and then 50% land and 50% water area.
- Collins agreed that market valuation is not important to include.
- Olson thinks there is a market valuation connection because that is how property tax levy is done. Spreading costs over lower income homes can be an issue.
- Olson noted the time spent for administration (operating expenses) like meeting packets equally apply to all communities.
- Olson noted Linwood began paying a larger share of costs in 2019 when some costs where switch from operating to non-operating.
- Hegland said it is tough to explain to the public why they are paying when only a sliver of Coon Lake is in their city. The funding method needs to make sense.
- Collins said he is ok with not including market valuations in the funding formula.
- Davis said he is satisfied with the current formula and like anyone is not interested in paying more.

- Davis asked if there are line items that can be shifted out of operating expenses. Schurbon replied that current items in that category include required items like state reporting, audits, insurance, recording secretary, the watershed coordinator, etc. It is at the group's discretion to redefine what belongs in that category.
- Hegland suggested a minimum contribution for all and then the remainder split by formula. Operating costs would not be considered separately – all costs would be treated the same.
- Millerbernd said it feels like we are trying to appease one city that doesn't like the formula and is threatening to leave if they don't get their way.
- Hegland explained she felt public lands should be excluded because most projects are not done on public lands.
- Collins said that Ham Lake's current portion of the budget for operating expenses is \$1,059 and anything more will not be supported.
- Davis suggested philosophy behind a funding mechanism is more important than the dollar amount. He's ok with funding formula ideas, but whatever is decided can't be a big change in the amount paid relative to other cities.
- Davis noted that Coon Lake is a common resource for three cities.
- Thomas asked if the previously-discussed levy method is a solution (for Ham Lake to separate WMO from general city levy). Schurbon replied that Ham Lake needs to pursue this and Mursko has offered to provide guidance.
- Hegland noted that taxpayers already pay based on market valuation.
- Olson likes option #3 in the meeting packet (minimum contribution, private land, public waters). Prefers to see market valuation still in the formula.
- Olson Davis and Collins prefer market valuation be kept in the formula.
- Hegland prefers private land area option #3 in the meeting packet (minimum contribution, private land, public waters). Would like to know acres of public waters in the SRWMO.
- Davis sees roadblocks could occur to this method because it looks at subcategories of land.
- Schurbon asked what the group wishes to do with Ham Lake's strong position of not wanting operating expenses split equally? Olson says it is equitable to split such administration costs. Schurbon noted that the current method of equally splitting administration costs is not much different than the minimum contribution option that some in the group favor. Currently that equal share of operating is about \$3,500/community.
- Hegland likes the simplicity of not having separate operating and non-operating, but having a minimum contribution.
- Schurbon noted that a minimum contribution as a dollar amount may lose its appropriateness over time due to inflationary changes.
- Davis discussed next steps, saying he plans a city council work session to discuss all this and suggests the same for others.
- Schurbon was directed to:
  - Prepare percent and actual costs for scenarios including:
    - Current funding formula
    - Private lands, public waters
    - Private lands, public waters and market valuation
    - All expenses split by formula (operating expenses not split equally)
  - Poll the group to find a date soon for a Zoom meeting to review these scenarios so that everyone has their questions answered and can present these to their city council or town board.
  - Direct the attorney to make the JPA edits that were agreed upon at this meeting.

## Bylaws

- Hegland explained that some items currently in the JPA could be moved to bylaws. In that way, they could be more frequently and easily updated.
- Collins asked whether the cities would review and need to unanimously approve the bylaws? Hegland replied “no,” bylaws would be developed and approved by the SRWMO board.
- Collins would like to see any bylaws. Hegland replied that the content would include items already marked in the draft JPA from the meeting packet.
- Olson is ok with bylaws.
- It was asked whether there was any more discussion and whether the group wished to edit the JPA in favor of allowing bylaws. **All were in support.**

## Joining other joint powers agreements

- Hegland described that the JPA gives the SRWMO authority to enter into contracts and is silent regarding entering into joint powers agreements. The SRWMO recently joined the Lower St. Croix Partnership, along with about 15 other watershed organizations, counties and soil and water conservation districts. Because it is a collaboration, there is liability exposure for the SRWMO. Schurbon noted that the SRWMO communities all were notified when the SRWMO was considering joining this group, and asked to provide input. Hegland further described concerns with the Partnership now that it is operating, and that the SRWMO may leave.
- Hegland recommended that the SRWMO JPA should require the communities review and approve before the SRWMO joins any JPO in the future.
- Olson and Davis supported the recommendation that this should go back to the communities.
- **The group decided to accept Hegland’s recommendation and direct the SRWMO JPA be edited accordingly.**

The meeting concluded at 8:35pm.

Compiled by J. Schurbon

Meeting recorded by E. Mursko



**Sunrise River WMO Joint Powers Agreement  
Facilitated communities' meeting**

October 19, 2022  
Zoom

Attendance:

- Milt Thomas (Facilitator)
- Jamie Schurbon (SRWMO Admin)
- Janet Hegland (Columbus City Councilmember)
- Elizabeth Mursko (Columbus Administrator)
- Bob Millerbernd (Linwood Town Supervisor)
- Pam Olson (Linwood Clerk)
- Tim Harrington (East Bethel Councilmember)
- Jack Davis (East Bethel Administrator)
- Denise Webster (Ham Lake Administrator)
- Tom Collins (Ham Lake Consulting Engineer)
- Gary Kirkeide (Ham Lake Councilmember)

Meeting began at 4:00pm

Funding Formula Scenarios

Schurbon reviewed the four funding formula scenarios, plus alternates A and B.

Summary of Scenarios						
Factor	SCENARIO 1 - Current SRWMO formula	SCENARIO 2 - Private lands, public waters	SCENARIO 3 - Private lands, public waters, market valuations	SCENARIO 4 - Private lands, lakes & streams (a subset of public waters where projects are most likely).	VARIATION A: All expenses split by formula (operating expenses not split equally).	VARIATION B: Minimum contribution
Land area	50%				Show as "#A" below for each scenario.	Can be applied to any scenario. Not shown below.
Market value	50%		33%			
Private land area		50%	33%	50%		
Public water area		50%	33%			
Lakes and streams				50%		

Discussion of Funding Formula Scenarios

- Ham Lake, Collins
  - Don't like the inclusion of market valuation (options 1 & 3).
  - Favors option 1a.
  - Least likes 3a.
  - Wants whatever option is lowest cost for Ham Lake.
  - City council input needed.
- Columbus, Hegland
  - Wants a formula that is defensible and makes sense. Asked Ham Lake to not favor only the option that costs them the least because if every community takes that stance there will be gridlock. Asked that the reasoning for a favored option not simply be that it costs one community the least.
  - Favors option 4, and especially 4b.

- Linwood, Olson
  - If a minimum contribution is used, it should be subject to inflationary adjustment.
    - Hegland agreed and suggested an annual meeting of the cities where the minimum contribution is revisited.
      - Olson expressed hesitation because this may make budgeting difficult if Linwood doesn't know what minimum contribution will be selected year to year.
  - If a minimum contribution is used, it seems like it is just going right back to the operating costs split out, which is in the current formula.
    - Schurbon noted an alternative - that in the current formula the items that are "operating" could be reviewed and narrowed.
      - Olson feels that staff time needed to operate the organization is a direct and necessary expense and should not be pulled out of the operating expenses.
- East Bethel, Davis
  - Suggested a goal for today of eliminating two of four options, then allowing city councils discussion.
  - City council work session planned for Nov. 7.
  - Favors options 1 & 4.
  - Likes option b, but we need realistic numbers for what the minimum contribution would be.
- Using market valuation in the formula
  - Hegland noted that residents' property taxes are calculated from their property's market valuation, so it is inherently in any formula.
  - Olson expressed concern about lack of tax base and reservations about not having market valuation in the formula.
  - Davis noted that using market valuation reflects ability to pay.

- Summary outcomes of discussion above

<b>Funding formula scenario</b>	<b>Ham Lake</b>	<b>Columbus</b>	<b>Linwood</b>	<b>East Bethel</b>	<b>Decision</b>
<b>1</b>	Like 1a		Like 1 but opposed to 1a	OK. 1b maybe ok.	Keep option
<b>2</b>					Removed from consideration by consensus
<b>3</b>	Dislike		Like		Removed from consideration by consensus
<b>4</b>	Dislike 4b	Like 4, especially 4b	Like 4, especially 4b		Keep option
<b>Variation a</b>	Like		Dislike		Keep option
<b>Variation b</b>		Like	Like		Keep option

### Next Steps

- Schurbon to:
  - **Remove options 2 & 3** from consideration in future handouts/meetings.
  - **Variation B** – Review past budgets to estimate typical amount of operating costs, excluding watershed coordinator staff time. Minimum contributions could be based on this amount.
  - **Poll for a Zoom meeting** between Nov 21 and the scheduled Dec 6 facilitated meeting of cities.
- **“If need be options”** – Schurbon asked all communities to identify both their most favored option and options that could be acceptable if need be.
- **Council reviews** – Each community to have internal review of funding formula options by Nov 21 and report outcomes to Schurbon.
- **“If needed” Zoom meeting** – between Nov 21 and the scheduled Dec 6 facilitated meeting of cities.

The meeting concluded at 5:00pm.

Compiled by J. Schurbon

Meeting recorded by J. Schurbon



# Sunrise River

## Watershed Management Organization

### Member Community Contributions

**SCENARIO EXPORATION:** This spreadsheet compares funding contributions from each community under the current SRWMO joint powers agreement and scenarios requested at a 10/4/2022 meeting of member communities.

**IMPORTANT NOTE:** Land areas and market valuations used are as of **Oct 2022** for all scenarios below. Therefore the scenario 1 percents for each community will not exactly match what you see in most recent SRWMO budgets. This method allowed the greatest comparability amongst scenarios. Market valuations vary annually and the SRWMO updates community contributions with the latest market valuations every five years (last done in 2019). The SRWMO boundary was changed in 2021.

**OPTIONS CONSIDERED BY MEMBER COMMUNITY REPS AND REMOVED:** Option 2: 50% weight on each private lands & public waters. Option 3: 33% weight on each private lands, public waters, & market valuation.

Summary of Scenarios				
Factor	SCENARIO 1 - Current SRWMO formula	SCENARIO 4 - Private lands, lakes & rivers (a subset of public waters where projects are most likely).	VARIATION A: All expenses split by formula	VARIATION B: Minimum contribution
Land area	50%		Operating and non-operating expenses are not differentiated. All costs split by calculated percentage.	Operating and non-operating expenses are not differentiated. Min contribution from each city req'd, then remaining costs split by calculated percentage.
Market value	50%			
Private land area		50%		
Public water area				
Lakes and rivers		50%		

SCENARIO 1 - Current SRWMO formula					
Community	Non-Operating		Operating		Total
	%	Average SRWMO budget (last 5 yrs)	%	Average SRWMO budget (last 5 yrs)	
Columbus	18.86%	\$5,900.46	25%	\$3,112.04	\$9,012.49
East Bethel	30.01%	\$9,387.22	25%	\$3,112.04	\$12,499.26
Ham Lake	4.12%	\$1,288.89	25%	\$3,112.04	\$4,400.92
Linwood	47.01%	\$14,705.73	25%	\$3,112.04	\$17,817.77

VARIATION 1A - Operating and non-operating not differentiated.			
Community	All Expenses		Total
	%	Average SRWMO budget (last 5 yrs)	
Columbus	18.86%	\$8,248.42	\$8,248.42
East Bethel	30.01%	\$13,122.68	\$13,122.68
Ham Lake	4.12%	\$1,801.77	\$1,801.77
Linwood	47.01%	\$20,557.57	\$20,557.57

VARIATION 1B - Operating and non-operating not differentiated, and minimum contribution					
Community	Minimum Contribution		All Expenses after Min Contribution		Total
	%	Minimum Contribution*	%	Average SRWMO budget (last 5 yrs)	
Columbus	NA	\$1,300.00	18.86%	\$7,267.60	\$8,567.60
East Bethel	NA	\$1,300.00	30.01%	\$11,562.25	\$12,862.25
Ham Lake	NA	\$1,300.00	4.12%	\$1,587.52	\$2,887.52
Linwood	NA	\$1,300.00	47.01%	\$18,113.07	\$19,413.07

**SCENARIO 4 - Private lands, lakes and rivers**

Community	Non-Operating		Operating		Total
	%	Average SRWMO budget (last 5 yrs)	%	Average SRWMO budget (last 5 yrs)	
Columbus	17.94%	\$5,613.54	25%	\$3,112.04	\$8,725.58
East Bethel	29.13%	\$9,111.51	25%	\$3,112.04	\$12,223.55
Ham Lake	6.97%	\$2,178.87	25%	\$3,112.04	\$5,290.91
Linwood	45.96%	\$14,378.37	25%	\$3,112.04	\$17,490.41

**VARIATION 4A - Operating and non-operating not differentiated.**

Community	All Expenses		Total
	%	Average SRWMO budget (last 5 yrs)	
Columbus	17.94%	\$7,847.34	\$7,847.34
East Bethel	29.13%	\$12,737.25	\$12,737.25
Ham Lake	6.97%	\$3,045.91	\$3,045.91
Linwood	45.96%	\$20,099.95	\$20,099.95

**VARIATION 4B - Operating and non-operating not differentiated, and minimum contribution**

Community	Minimum Contribution		All Expenses after Min Contribution		Total
	%	Minimum Contribution*	%	Average SRWMO budget (last 5 yrs)	
Columbus	NA	\$1,300.00	17.94%	\$6,914.21	\$8,214.21
East Bethel	NA	\$1,300.00	29.13%	\$11,222.66	\$12,522.66
Ham Lake	NA	\$1,300.00	6.97%	\$2,683.72	\$3,983.72
Linwood	NA	\$1,300.00	45.96%	\$17,709.86	\$19,009.86

**VARIATION B - MINIMUM CONTRIBUTION amount considerations**

Member community reps discussed a possible minimum contribution from each community, but wished to further examine actual costs for operating expenditures in order to develop a reasoning for any minimum contribution amount. Below are actual operating costs.

Member community reps discussed, with some support but not unanimous agreement, that the minimum contribution might be based on operating costs excluding administrative staff costs. In the last five years, on average, that amount was \$5,200. Therefore, in the Variation B examples above, \$1,300 (\$5,200 divided by 4 communities) was used as the minimum contribution. Further discussion by community officials is needed to determine any minimum contribution amount. \$1,300 is an example only.

Note: The same numerical outcome is achieved by using Scenario 1 and excluding admin services from the definition of operating expenses. That option would not require regularly revisiting the minimum dollar amount because that amount would be percentage-based.

\*Minimum contribution amount applied in Scenarios above:

**\$1,300.00**

(change this cell to update all of the above tables)

**Operating Breakdown**

Year	Required by law			Not Required, but likely essential		
	Annual reports to State	Advertise bids for professional services	Member community local water plans review/approve	Insurance	Rec Sec	Financial Director (EB) assist
2023	\$1,220.00	\$100.00	\$0.00	\$1,613.00	\$1,600.00	\$0.00
2022	\$1,178.00	\$0.00	\$0.00	\$1,800.00	\$1,600.00	\$0.00
2021	\$1,139.00	\$100.00	\$0.00	\$1,550.00	\$1,449.00	\$0.00
2020	\$1,200.00	\$0.00	\$1,920.00	\$1,850.00	\$1,400.00	\$0.00
2019	\$1,200.00	\$0.00	\$0.00	\$1,850.00	\$1,750.00	\$300.00
LAST 5 YRS AVERAGE	\$1,187.40	\$40.00	\$384.00	\$1,732.60	\$1,559.80	\$60.00
MAX	\$1,220.00	\$100.00	\$1,920.00	\$1,850.00	\$1,750.00	\$300.00
MOST RECENT	\$1,220.00	\$100.00	\$0.00	\$1,613.00	\$1,600.00	Donated by EB

\*Admin services tasks from the most recent 5 yrs: Prepare agendas and meeting packets, advise the board, coordinate special meetings, prepare budgets, documents, joint powers agreement updates, public notices, coordinate audits, prepare materials for State performance reviews of the WMO, WMO bounds prepared financial management policies for the WMO under the State Auditor's guidance, respond to public and board member inquiries, respond to inquiry for SRWMO cost share grant funds, complete annual risk assessments required by the WMO's insurer, staff liaison to the Lower St. Croix One Watershed One Recording Secretary's absence, and others.

## Tom Collins

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**From:** Denise Webster <DWebster@ci.ham-lake.mn.us>  
**Sent:** Thursday, July 7, 2022 2:38 PM  
**To:** 'Cmholt77@gmail.com'; 'tim.peterson@linwoodtownship.org'; Janet Hegland; 'timothymelchior@gmail.com'; Tim Harrington; 'lamj3@outlook.com'; Troy Wolens; Jeff Entsminger; 'millerberndashley@gmail.com'; 'jamie.schurbon@anokaswcd.org'  
**Cc:** 'Wes.Saunders-Pearce@state.mn.us'; 'Lucas.Youngsma@state.mn.us'; 'coonlakeimprovementassociation@yahoo.com'; Tom Collins; John Witkowski  
**Subject:** Coon Lake Channel  
**Attachments:** DNR Permit 2001-6042.pdf; Channel connecting South Coon Lake and Coon Lake - Aerial Photo.pdf; 2001-6042\_83391\_permit.pdf

Dear Sunrise River Watershed Management Organization Board,

The attached DNR permit #2001-6042 was transferred to the City of Ham Lake from a Ham Lake resident with frontage on Coon Lake in 2005. The resident permit was issued by the DNR in 2001. The permit allows for sediment removal from the channel that connects South Coon Lake and Coon Lake (an aerial photo is attached). The City of Ham Lake has not completed any sediment removal from the channel, but has renewed the permit every 5-years. The current expiration date is August 25, 2025.

The City of Ham Lake is requesting that the Sunrise River Watershed Management Organization approve the permit being transferred from the City to the SRWMO. The SRWMO has previously obtained Clean Water Legacy grant funding, and the dredging project may be a good candidate project for a future grant funding application. The dredging project is a water related problem that fits into the mission of the SRWMO of enhancing aquatic habitat and benefitting recreational bodies. The channel can be accessed from Coon Lake from the SRWMO member cities of East Bethel and Linwood.

The Ham Lake City Council has requested revisions to the cost-share formulas within the JPA in recent years. The Council recently requested for all contributions to be based on the non-operating expenses formula, which is currently 3.8%. This is partly based on a large portion of the annual project funding that is for water quality projects that do not benefit the City of Ham Lake. An example would be the annual carp management costs for Linwood Lake, Martin Lake and Typo Lake. The Council would approve the current JPA funding formula, with member communities paying 25% of administrative costs, if the DNR permit was transferred to the SRWMO.

Sincerely,

Denise Webster, City Administrator  
City of Ham Lake  
15544 Central Avenue NE  
Ham Lake, MN 55304  
[dwebster@ci.ham-lake.mn.us](mailto:dwebster@ci.ham-lake.mn.us)

(763) 235-1680 - Direct

(763) 434-9555 - City Hall

City Hall Hours:

Monday-Thursday: 7:00 a.m. to 4:30 p.m.

Friday: 7:00 a.m. to 11 a.m.

direction towards becoming an JPE. Ms. Hegland noted that the JPE would be able to create the due process that is lacking and to ensure funding is used judiciously.

**B. Lower St. Croix Partnership work plan amendment approval**

Mr. Schurbon and Ms. Hegland reviewed the Lower St. Croix grant work plan amendment. The amendment is needed to fund two large projects. It includes shifting funding amongst grant pots of money and committing future grant dollars to a specific project. Ms. Hegland & Mr. Schurbon provided a joint recommendation to not approve this work plan amendment. The projects are good but they do not feel the SRWMO can agree to this process.

**Mr. Melchoir moved to vote “no” the LSC Partnership work plan amendment and Ms. Hegland seconded this motion. The motion carried with all in favor.**

**C. Anoka County aerial photo funding request**

The group discussed the value of these images. Ms. Hegland said the city has to pay for image requests from the county so she doesn't understand why they would contribute to this cost in addition.

The group asked Mr. Schurbon to share a concern with the county that asking for funding from both the cities and WMOs is essentially a double-ask of the cities (which fund the WMOs).

The consensus of the SRWMO board was not to provide 2023 funding to Anoka County for aerial photos because it is not in the already-finalized 2023 SRWMO budget.

**D. Request to assume Coon Lake channel maintenance responsibilities**

The group discussed the City of Ham Lake's request that the SRWMO take over maintenance dredging of the channel between Coon and South Coon Lake. It was noted that the city council proposed that they would drop SRWMO funding formula concerns if the SRWMO takes on this activity. Mr. Schurbon provided a summary memo which had been reviewed by the Ham Lake City Administrator for accuracy.

The board noted that the SRWMO has a long standing approach and policy to not take on long term maintenance projects, including for SRWMO's own projects. It was noted this is formalized in both the SRWMO joint powers agreement and SRWMO Watershed Management Plan. In order for the SRWMO to consider this request those documents would need to be amended to include this kind of responsibility. Ham Lake could request this amendment to the other communities and see if there is agreement.

The SRWMO board discussed the history of this area, features on the landscape, and challenges that would require resolution before work could begin. The board noted:

- **Access** – The City's attorney indicated there is no legal access for the maintenance work from land, and adjacent landowners are unwilling to allow it. Either cooperation of the adjacent landowners would need to be obtained or an easement would need to be established.
- **Adjacent structures** – Adjacent private retaining walls, driveways, homes, and other structures are exceedingly close to the channel and an engineering study will likely be needed to ensure they are not destabilized.



- **Achieving a boat-able depth** – A boat-able depth appears to be a resident priority. The current DNR permit allows excavation only 6 inches below the Interlachen Drive culvert invert which is not adequate for boat passage.
- **Permitting** - The City's 2005 DNR permit cannot be transferred to another party. A new permit approval from the MN DNR is needed, which would require development of design plans for the project for DNR consideration. Discussion at the June 2022 city council meeting indicated the DNR may not be in favor of disturbing the sediment.
- **Cost** – A cost estimate and estimate of the recurrence frequency of the work is needed after access and stabilization of the adjacent structures is resolved.
- **Funding** –The SRWMO has found this work would not be eligible for any grants that we have researched because it is considered maintenance. That would leave the funding of the project falling on the four JPA communities.

**Mr. Melchoir moved to respond to the City of Ham Lake that the SRWMO could not take maintenance dredging responsibility for the Coon Lake to South Coon Lake channel because it is not a purpose of the SRWMO in its joint powers agreement, would be contrary to the SRWMO Watershed Management Plan policies, and is not a priority task in the SRWMO Watershed Management Plan. This position is to be communicated to the City of Ham Lake by memo. Mr. Harrington seconded this motion. The motion carried with all in favor.**

8. Mail

Mail included:

- Advertisement letter from a website domain network.
- Pamphlet from MN Counties Intergovernmental Trust (MCIT) about insurance rate setting. There was a 2022 dividend update from MCIT. The SRWMO will not be receiving one this year.
- MCIT estimated 2023 contribution for insurance in the amount of \$1,774. The invoice for next year usually arrives in December with payment due in January. Due to meeting timing the board usually pre-authorizes an amount at the November meeting so that the invoice can be paid on time.

9. Other

11. Invoice(s) approval

A. Recording Secretary services for June 2022 meeting (\$200)

**Ms. Hegland moved to and Mr. Harrington seconded to pay the invoice #62822, payment for \$200. The motion carried with all in favor.**

B. Anoka Conservation District 2022 services invoice 2 of 3 (\$17,975.27)

**Mr. Melchior moved to and Mr. Harrington seconded to pay the invoice #2022038, payment for \$17,975.27. The motion carried with all in favor.**

12. Adjourn

**Mr. Mager moved to adjourn the meeting and Ms. Hegland seconded this. The motion carried and Ms. Kantor adjourned the meeting at 8:05PM.**